Pharmacy Training Manual

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SECURITY

> **Please keep your laptop with you at all times. If it is necessary to step away from the computer, make sure it is password protected and/or secured with a laptop lock. Password protect your laptop by using ⊞+L on the keyboard. A password is required to log back in.**

LOGGING IN

Training Login

1. Double click the training application icon to open the login window.
2. Type the training username in the **Username** field.
3. Type the training password in the **Password** field.
4. Click **OK**.

Daily Login

1. Log into Cerner.
2. Click the icon for PowerChart.

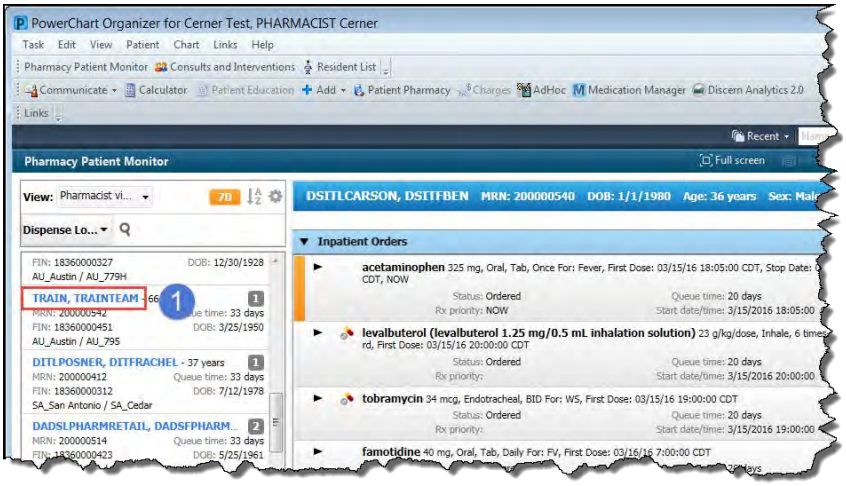
Logging Out (Exit)

1. From any window within the application, click the Red X ( ) at the top right corner of the window to log out.

POWERCHART OVERVIEW

The PowerChart Overview will provide an overview of the main sections of the IRIS windows, how to view a resident's chart, and use common functions.

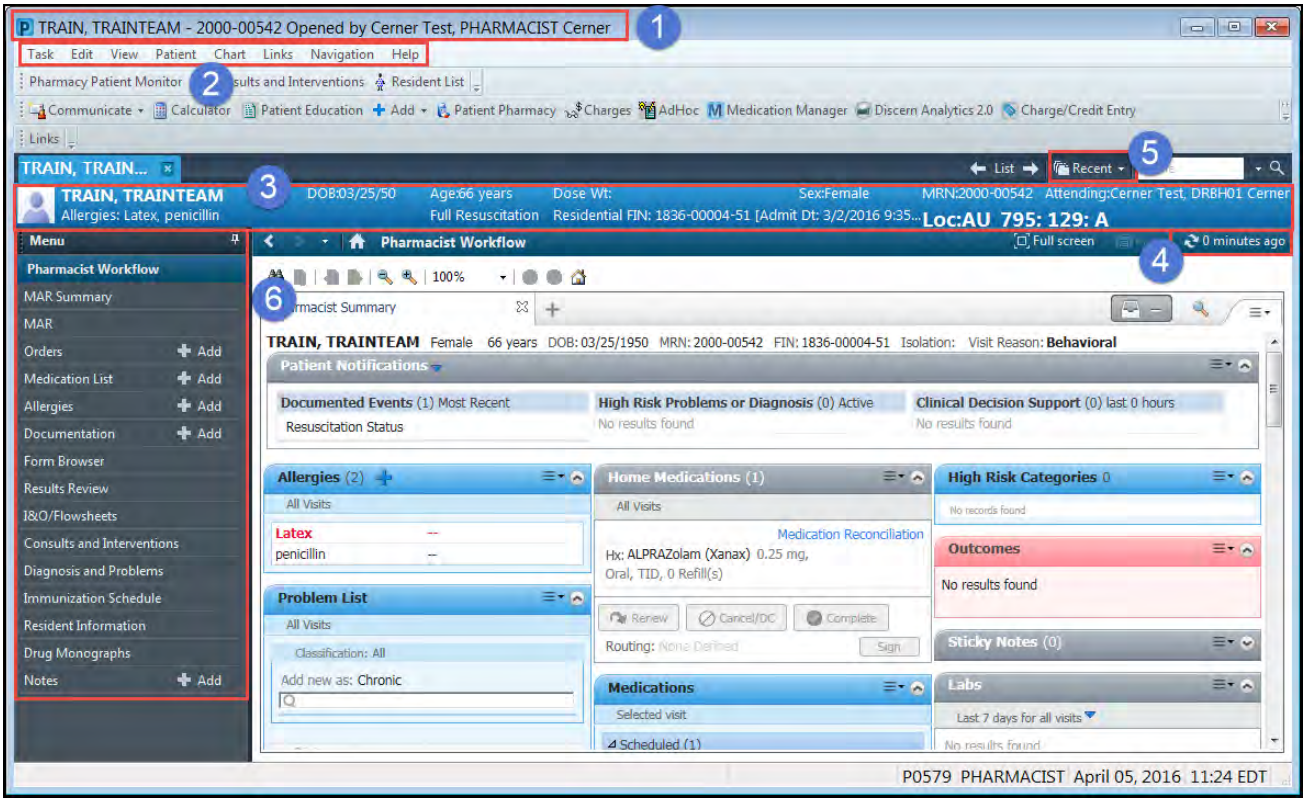
Navigate to the **PowerChart** window from the **Pharmacy Patient Monitor** window.



Pharmacy Patient Monitor Window

1. Click on a resident's name from the list on the left of the screen.

   The PowerChart window displays.



PowerChart Window Overview

Title	Description
1. Title Bar	Displays the application that is currently open, and the name of the individual logged in. On the right, there are buttons to minimize, maximize, or close the application.
2. Menu Bar	Includes the following menus: *Menu* — *Description/Functionality* Task — Change a password, suspend the application, view report, print, refresh the window, or exit the application. Edit — Cut, copy, paste and delete. View — View the Pharmacy Patient Monitor, Consults and Interventions, and Resident List. Toolbars can be customized by following these steps: 1. From the **View** menu, click **Toolbar.** 2. Click **Navigation Toolbar**, and select which toolbars to view. Any toolbar with a check will be visible; any toolbar without a check will be hidden. 3. Click **Notifications Toolbar** to check (view) or uncheck (hide) the Notifications Toolbar. Patient — Perform a resident search, view a recent resident, input new orders/allergies/medication list or notes, or complete a Resident Management Conversation.

	Chart	This menu contains all of the items that are also located on the **Chart** menu, which displays on the left side of the window when a chart is open. The following functions are also available: ▪ Clinical Calculator, Message Sender, AdHoc Charting, Resident Education, Resident Pharmacy, Tear Off This View and Attach to Chart ▪ View who has accessed the current chart, and close the current chart
	Links	Access CareTracker. **Tip ►** Use CareTracker to view resident information such as bowel history and seizure history.
	Navigation	Navigate through the application with the following functionality: Zoom in or out, change the window orientation to rotate left, right or flip, go to the previous, next or a specific page in a document, perform a search within the window, go back, go forward or go to the Home window.
	Help	Links for window specific help, Navigation, HNA Help topics, Support Center and About Power Chart.
3. Resident Toolbar	Provides general information about the resident.	
4. Refresh	Keeps track of how many minutes have lapsed since the window was last refreshed. Click this at any time to refresh the window and return the minute counter to zero.	
5. Recent drop-down menu	Displays the most recent nine residents viewed.	
6. Chart Menu	A series of bands that provides easy navigation to the functionality within Powerchart.	

RESIDENT SEARCH

Resident Search

1. From the **Resident Toolbar**, click the down arrow to the right of the Search box to select search type.
2. Select to search by MRN, Name or FIN.
3. In the Search box, type the search criteria.
4. Press Enter on your keyboard.
5. From the **Resident Search** pop-up window, double click the resident or encounter to open and view.

Note ► If the Resident Toolbar is hidden, the Search bar is not available.

Resident Toolbar

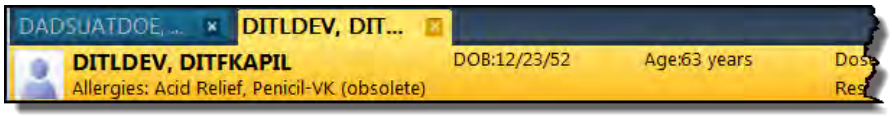
Quick Search

1. From the **Resident Toolbar**, click the search icon ( ).
2. From the **Resident Search** pop-up window, type in the Phone Number, Encounter Identifier, Person Identifier, Last Name, First Name and/or DOB to conduct the search.
3. Click **Search**, or press Enter to display the search results.
4. Double click the resident or encounter to open and view.

Open Multiple Residents at a Time

1. Perform a *Resident Search* or *Quick Search*, as indicated above.
2. Each new resident opens in a new tab on the Resident Toolbar, and also in a new window.
3. Click the name of the desired resident to move between charts.
4. Click the **X** next to the resident's name to close a chart.

> **Note ►** The maximum number of resident charts open at any time is two. If trying to open a third chart, a pop-up displays with a request to close one chart.



Multiple Resident Tabs

RESIDENT DEMOGRAPHIC BANNER BAR

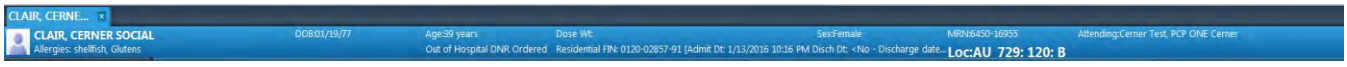
Resident Demographic Banner

Located at the top of the window above the Resident Summary and **Chart** menu, the Resident Demographic Banner displays when a chart is open. Displayed in blue, it provides pertinent information about the resident's demographics.

> **Note ►** When two resident charts are opened at one time, the second resident's banner displays in yellow.

- Resident Name
- Date of Birth
- Age
- Dose Weight
- Sex
- Medical Record Number
- Attending Physician
- Allergies
- DADS Pre-Admit status
- Residential FIN
- Admit/Discharge Dates
- Location

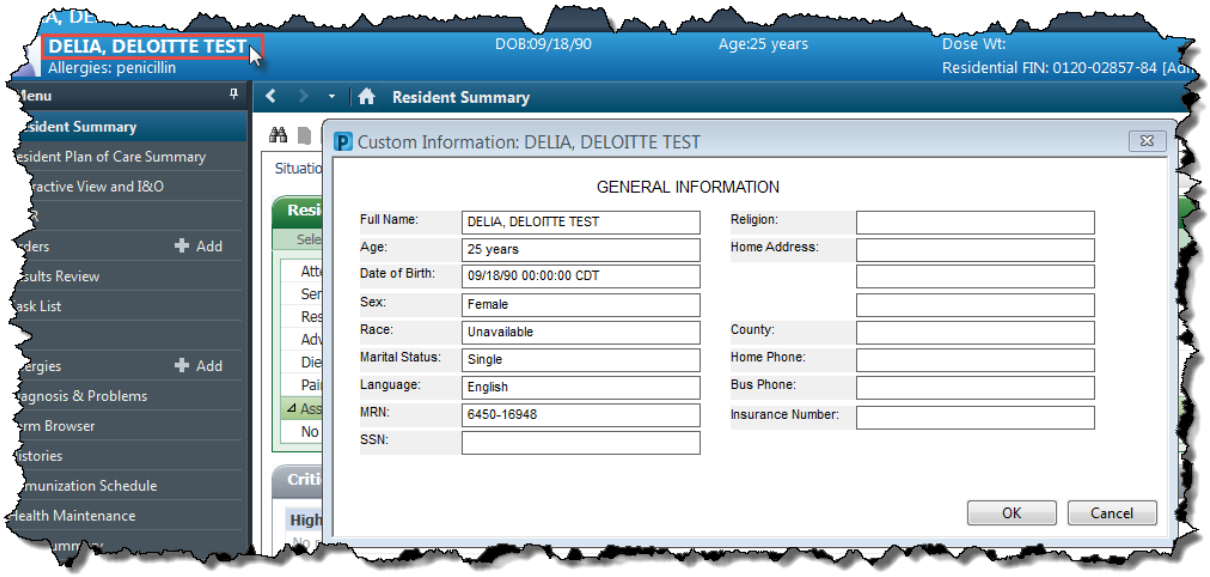
Several items within the Resident Demographic Banner are clickable links, as shown in the screen images below:



Resident Demographic Banner

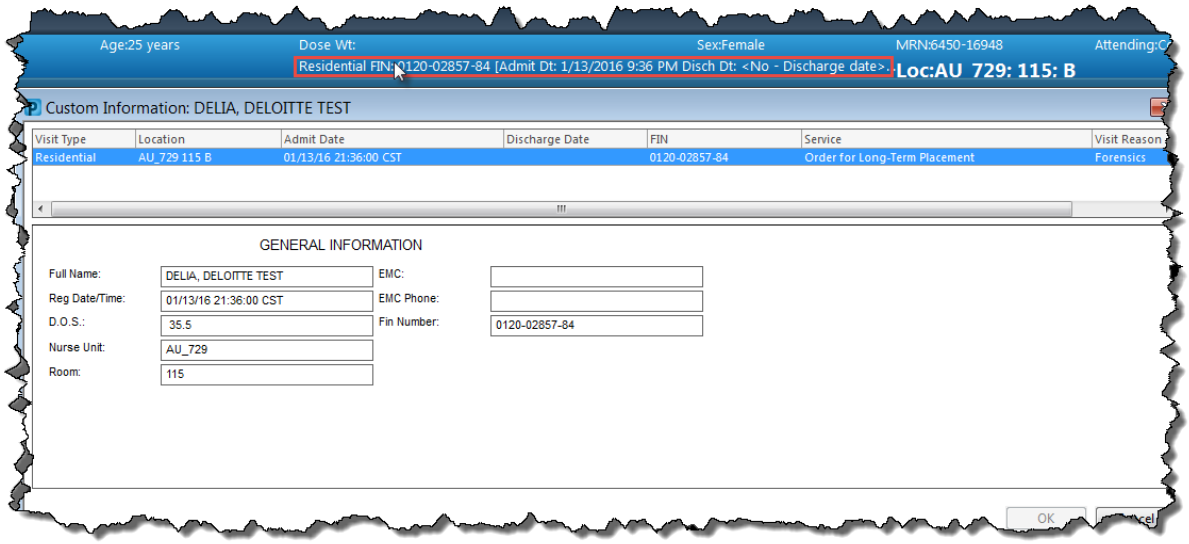
> **Note ►** These screen images appear with jagged edges in this document, as they are showing small portions of the window, versus a view of the entire application.

- Click the resident's name to display a pop-up window with general resident information including: Age, DOB, Sex, Race, Marital Status, Language, MRN, SSN, Religion, Address, Phone Numbers, and Insurance Number. Information cannot be edited within this window.



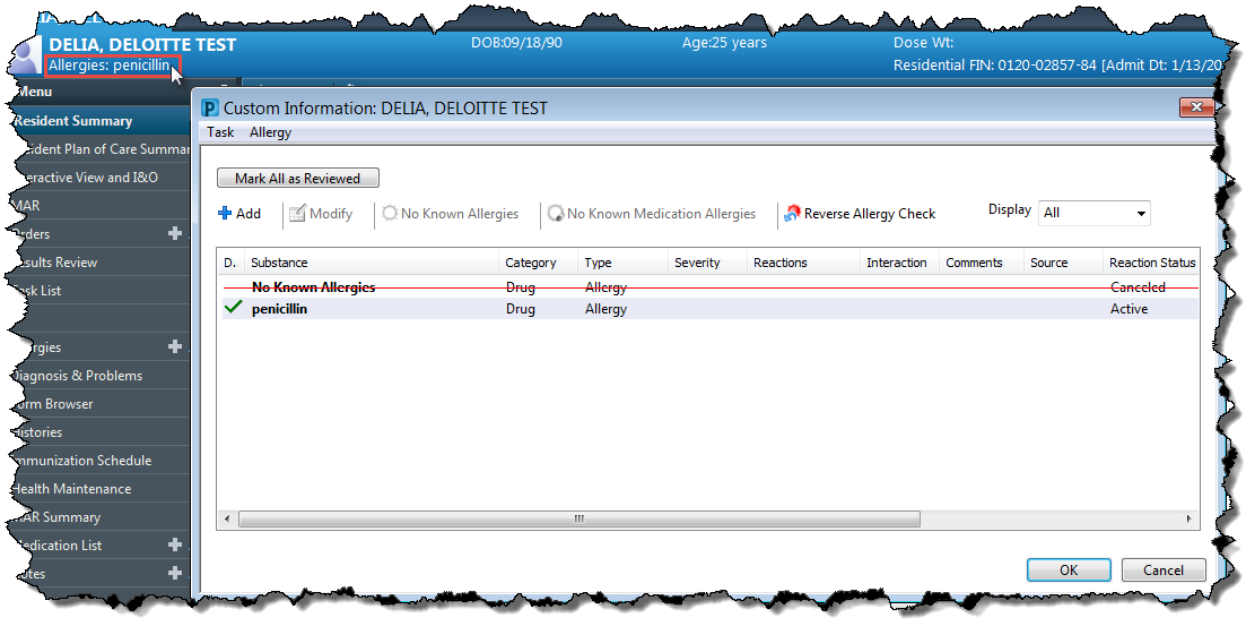
Resident Demographic Banner: Click the resident's name

- Click **Residential FIN** to display a pop-up window with the following information: Name, Registration Date/Time, Discharge Date if applicable, DOS, Nurse Unit, Room, EMC, EMC Phone, FIN Number, Service type, and Visit Reason. Information cannot be edited within this window.



Resident Demographic Banner: Click Residential FIN

- Click **Allergies** to display a pop-up window, which displays a list of allergy information including: Substance, Category, Type, Severity, Reactions, Interaction, Comments, Source and Reaction Status. From the Allergy Profile, you can add, review, and update allergy information.



Resident Demographic Banner: Click Allergies

TOOLBARS

Resident List

Click **Resident List** under the Menu Bar to display the **Resident List** window. Click the tabs across the top of the window to view all residents within each list.

> **Note ►** These lists align with the views in Pharmacy Patient Monitor. Please see the Create a New View in Pharmacy Patient Monitor lesson in the Navigation section of this document for instructions regarding custom lists.

Suspend

From the **Action Toolbar**, click **Suspend** to close and lock the resident's record. A password is required to reopen the application.

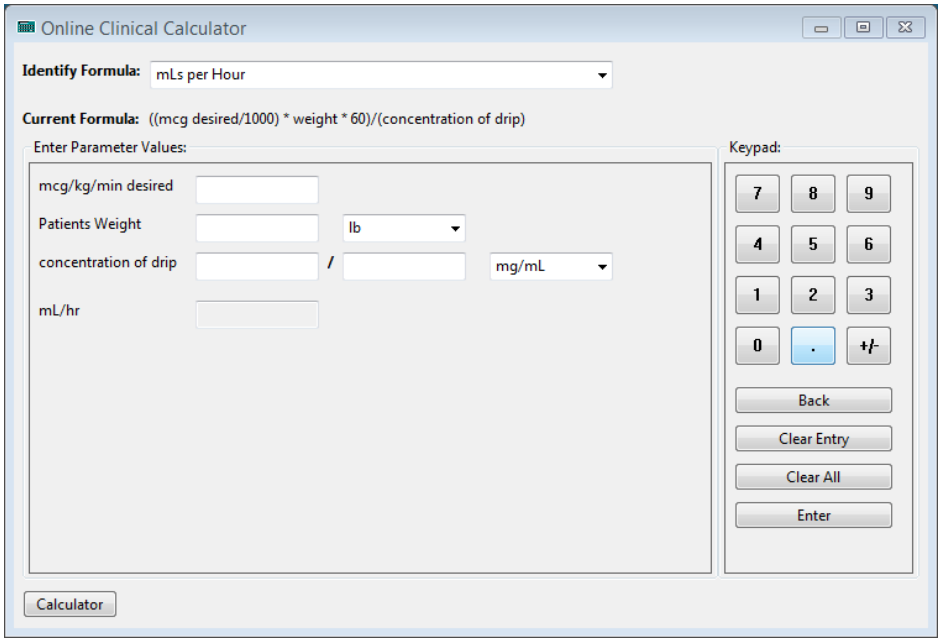
> **Tip ►** Remember to save your resident updates before clicking Suspend.

> **Suspend the application if it is necessary to step away from the computer, to prevent unauthorized individuals from viewing private resident information.**

Calculator

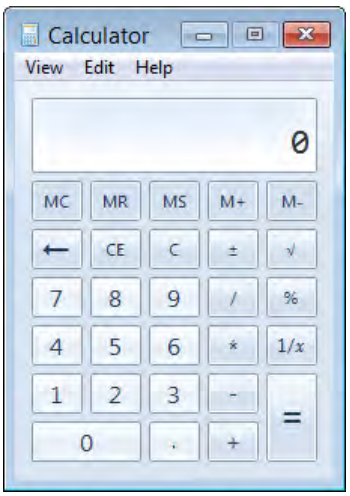
From the **Action Toolbar**, click **Calculator** to display the **Online Clinical Calculator** pop-up window.

1. From the **Identify Formula** drop-down menu, select the desired formula.
2. Use a keyboard or the **Keypad** on the right of the pop-up window to type all required fields.
3. Press **Enter**.



Online Clinical Calculator

Note ▶ Click **Calculator** on the bottom left of the pop-up window, for basic calculator functionality.



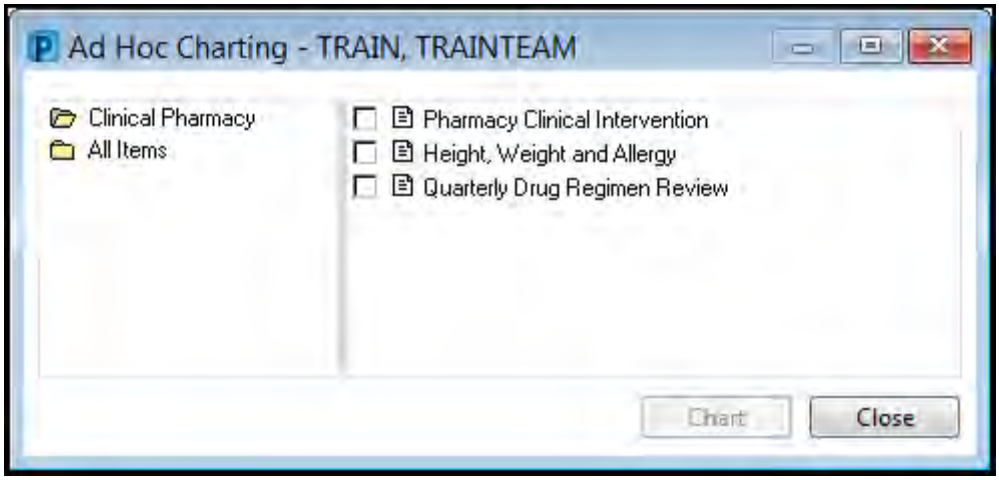
Calculator

AdHoc

AdHoc Forms allow a provider to document required and important information in pre-defined templates and easily add the form to a resident's chart. Open a resident's chart. From the **Action Toolbar**, click **AdHoc** to open the AdHoc Charting pop-up window to chart unordered results and documents.

> **Note ▶** This section addresses the forms initiated by pharmacy. All other forms are accessed using the Forms Browser band in the chart Menu within the resident's chart.

1. Double click a folder in the left column of the window to select the charting category.
2. In the center of the window, select the task that needs to be charted.



AdHoc Charting

3. Click **Chart**.
4. Another pop-up window displays fields that are specific to the task being charted. Fill out all pertinent information.

> **Note ▶** The date/time defaults to the current date/time. The time is displayed in military time. To change to the date or time, click in the field and type in the correct numbers, or use the up and down arrows to adjust the date/time as needed.

5. Once the form is complete, click the sign form icon (✓).

Patient Education

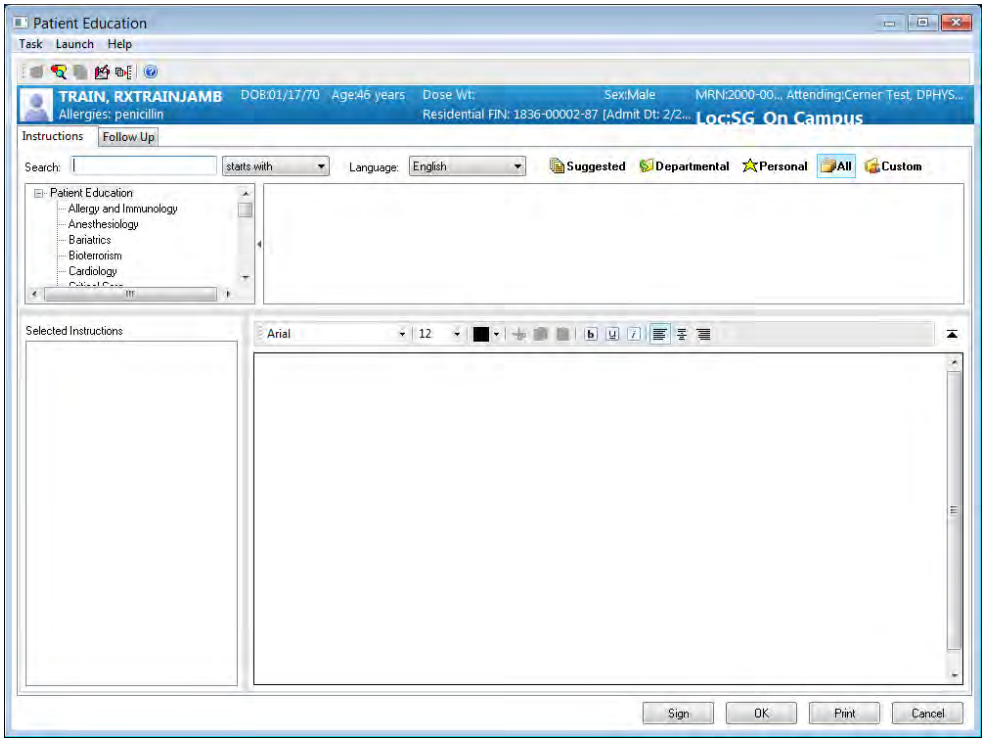
Patient Education provides discharge instructions, release forms, follow-up information, equipment information, and medication and diet directives.

Open a resident's chart. From the **Action Toolbar**, click **Patient Education** to add new education details.

1. From the **Patient Education** pop-up window, use the search field to search for a specific type of Patient Education.

Tip ► Leave the search field blank and double click the type of Resident Education in the left column under **Patient Education**.

2. From the search results window to the right, double click the **Click here for instructions** link.
3. Double click the topic, to display the selected educational information on the bottom of the window.
4. Click **Sign** to sign the Resident Education before saving to the chart; click **OK** to close the pop-up window and save all information to the chart; click **Print** to print; click **Cancel** to close the pop-up window without saving.



Patient Education Pop-up Window

Note ► Add as many Patient Educational materials as needed to a chart. To delete one, click the Red X ( ) next to the topic to delete.

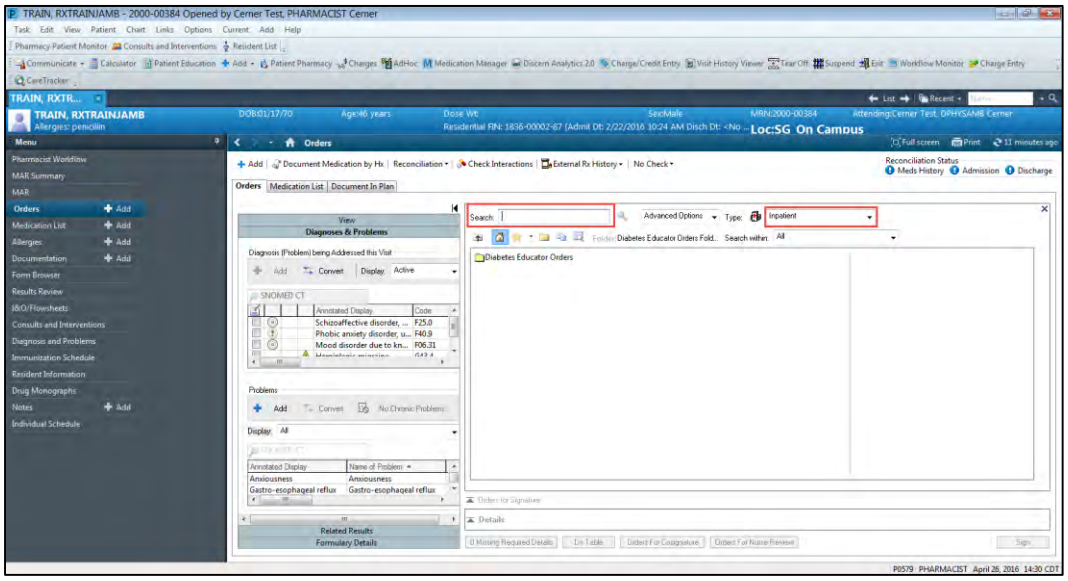
Add

Providers add Order, Allergies, Medication List or Note from the **Action Toolbar**, or from the **Chart** menu. Pharmacist orders will be covered later in the manual.

Note ► The ability to add varies based on positions and roles. Please adhere to current policy regarding the addition of orders, allergies, and notes.

- Add an Order
  1. From the **Chart** menu, select **+Add** next to **Orders**.
  2. From the **Orders** window, an order can be added but there must first be a diagnosis to associate with the order.

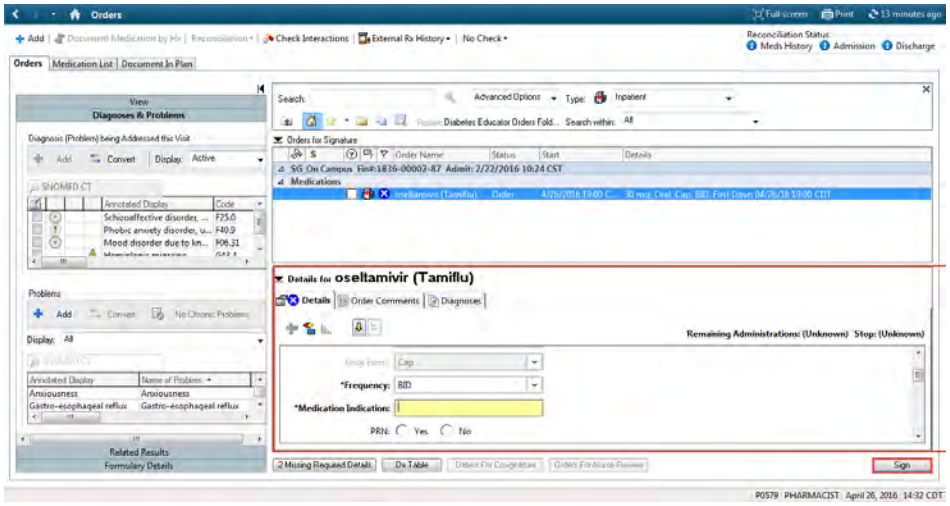
3. On the top right of the window, use the drop-down menu to select the type of order to add: **Document Medication by Hx**, **Inpatient** or **Prescriptions**.
4. In the search field, type the type of Order to search for then press Enter.



5. From the search results, select the appropriate order.
6. For non-physicians who are adding an order, the **Ordering Physician** pop-up window displays. Type the ordering Physician's name. The order date and time default to the current date and time.
7. In the **Communication Type** field, select **Phone, Verbal, Signature Required or Written (Paper)/Fax**, then click **OK**.

Note ► If a physician is adding the order, steps 6 and 7 are omitted.

8. Click **OK**.
9. Complete the required details associated with the medication.

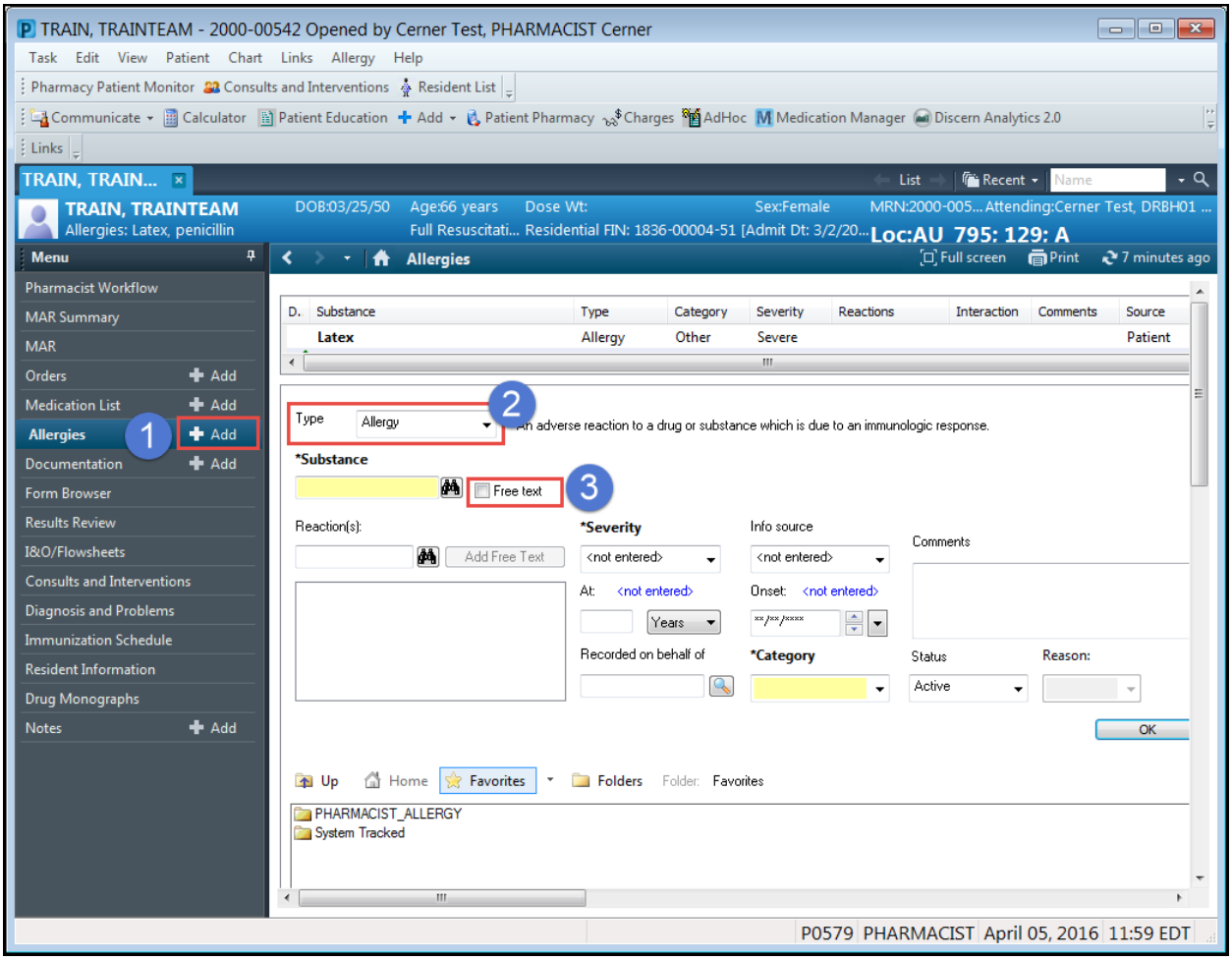


10. On the **Orders** window, click **Sign** to complete the order.

- Add an Allergy

> **Note ▶** Allergies are entered by the provider; however, only a pharmacist is allowed to free text an allergy. Free text allergies will not fire a Multum allergy alert.

Navigate to the Allergies window.

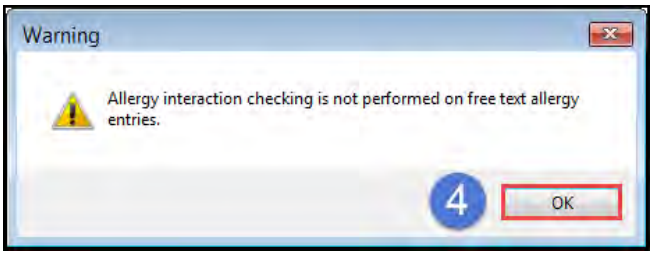


Allergies Window

> **Note ▶** Orders cannot be placed until allergies are documented.

1. From the **Chart** menu, select **+Add** next to **Allergies**.
2. On the **Allergy** window, from the **Type** drop-down menu select **Allergy**, **Contraindication**, **Intolerance** or **Side Effect**.
3. Mark the **Free text** check box.

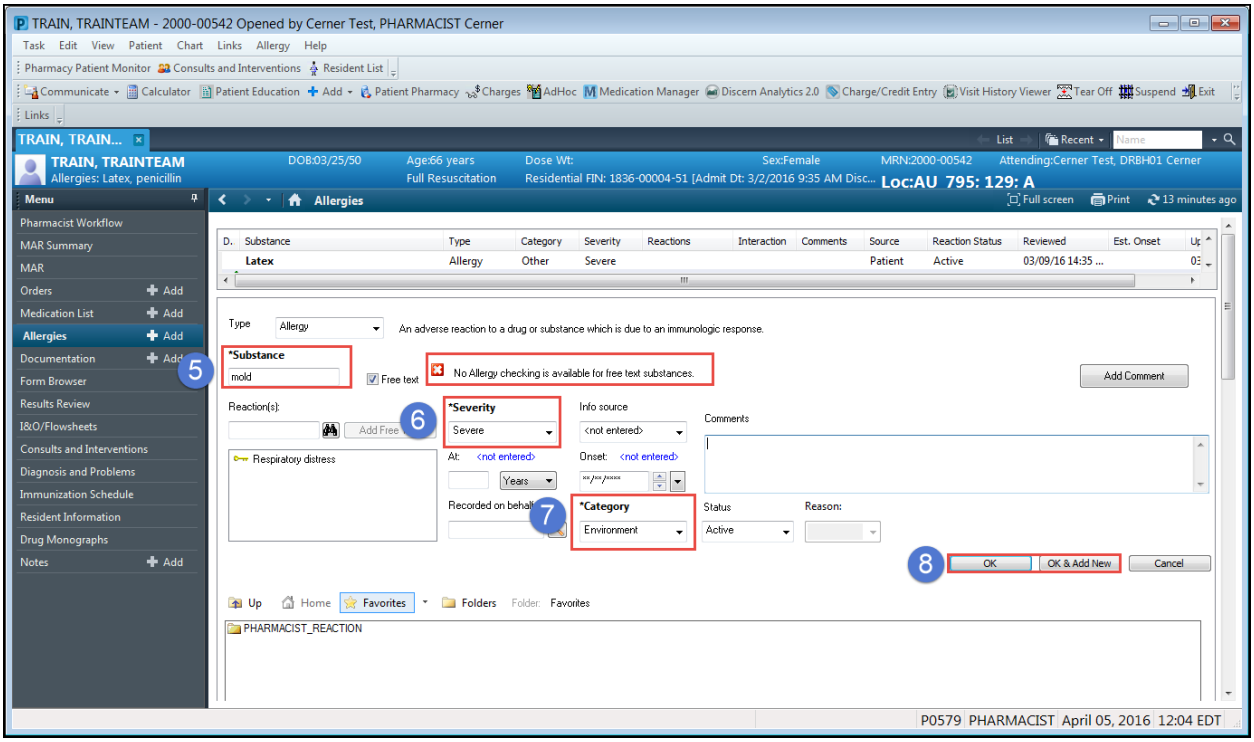
The Warning pop-up window displays.



Warning Pop-Up Window

4. Click **OK**.

The No Allergy checking is available for free text substances message displays.



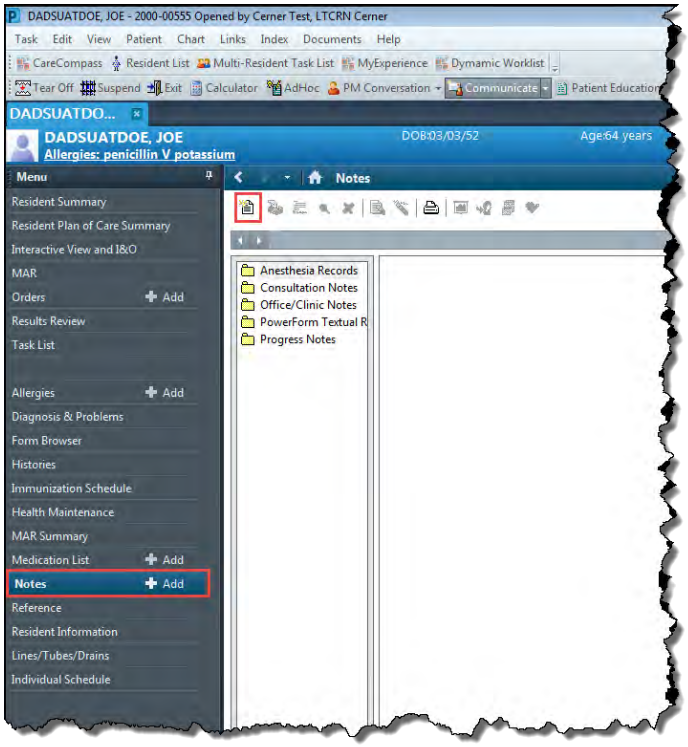
Allergies Window

5. In the **Substance** field, type the allergy.
6. On the **Allergies** window, from the **Severity** drop-down menu select **Mild**, **Moderate**, **Severe** or **Unknown**.
7. From the **Category** drop-down menu select **Drug**, **Food**, **Environment** or **Other**, then complete any other fields that apply.
8. Click **OK** to save the entry and stop entering allergies. Click **OK & Add New** to save this allergy entry and add a new entry.

- Add a Note
  1. From the **Chart** menu, select **+Add** next to **Notes.**
  2. From the **Notes** window, any notes that have been added to a chart can be viewed.
  3. On the left side of the window, select the folder that contains the note that needs to be viewed. The note displays in the center of the window.
  4. Sort the notes view by selecting a radio button: By type, By status, By date, Performed by or By encounter.
  5. Use the up and down arrow buttons to scroll up and down through the available notes.
  6. Click the new icon ( ) to add a new note.
  7. From the **Add Document** pop-up window, select the type of note to add.
  8. Complete all fields on the window and type the note.
  9. Complete the note by:
     - Clicking **Sign** – Completes the documentation, and publishes the note to the resident's chart
     - Clicking **Save** – Saves the note without signing it, but leaves the note window open; this provides the ability to make revisions at a later time. The status of the note will remain as *In Progress* until it's closed

Tip ► Even when temporarily walking away from the computer, it is important to always save a note to prevent data loss in the event of a power outage or network failure.

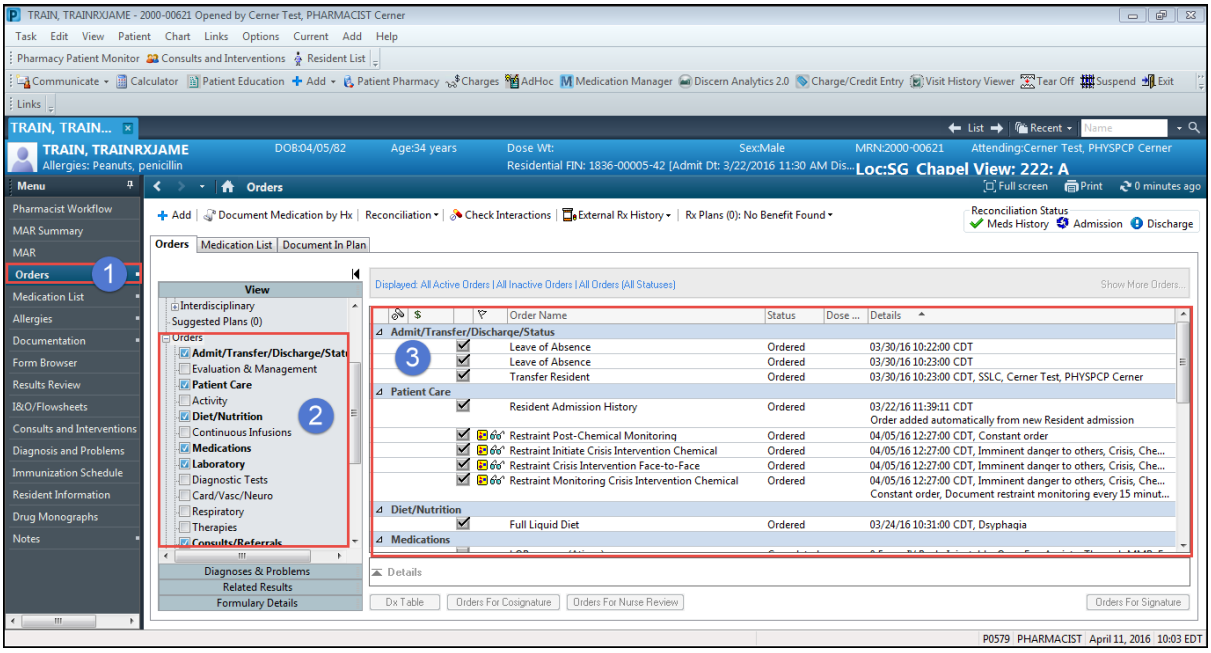
- Clicking **Save & Close** – Saves and closes the note without signing it
- Clicking **Cancel** - Closes the pop-up window without saving changes



Add a Note Window

VIEW ORDERS

Resident's orders can be viewed from Orders window.



Orders Window

1. Click **Orders** on the chart **Menu** to view the **Orders** window.
2. Use the check boxes in the **View** section of the window to filter the orders that display.

> **Note ▶** Another way to filter the view is to use the All Active Orders, All Orders (All Statuses) links.

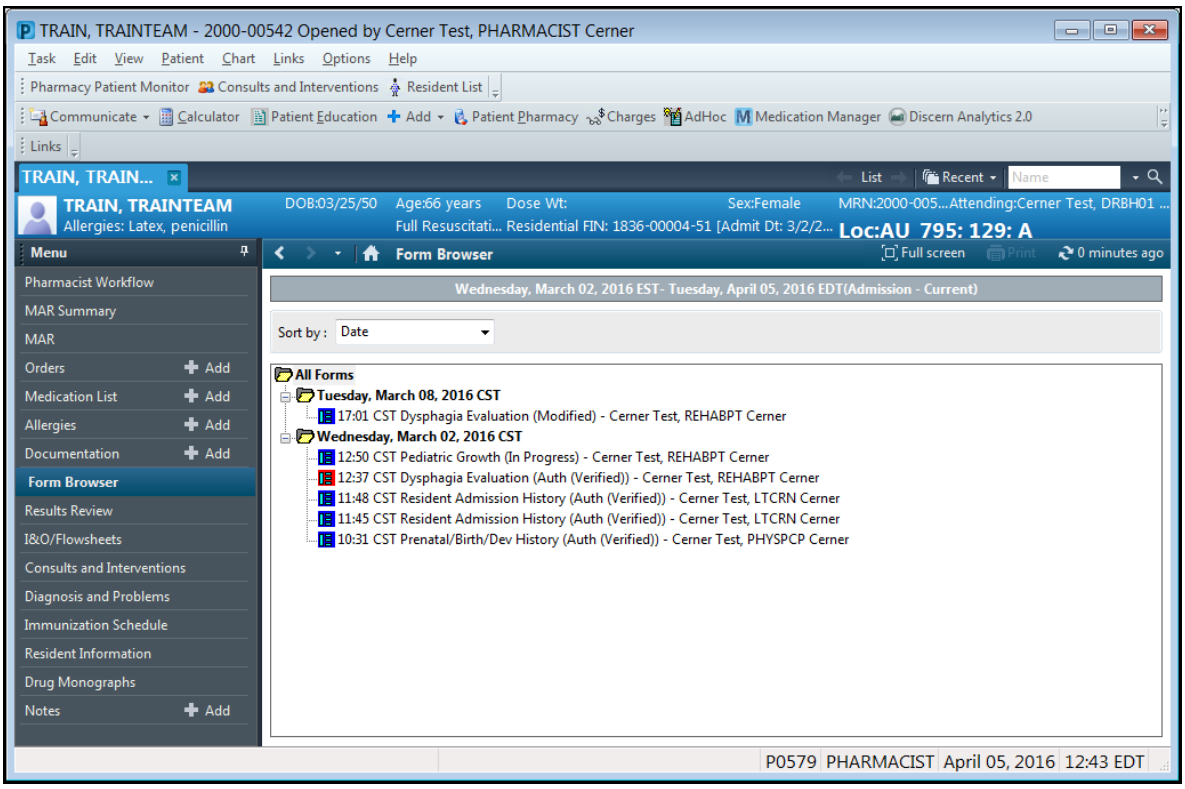
3. The orders display on the right side of the window.

FORM BROWSER

Form Brower allows a provider to easily access, review and update any forms or completed documentation that has been added to a resident's chart, and placed into the resident chart by **Date**. From the **Chart** menu, click **Form Browser** to view all forms in a chart. All forms are displayed on the **Form Browser** window.

> **Note ▶** This is where forms such as MOSES, AIMS, Consent Tracking and Psychiatric Quarterly Review are housed. The AMB Annual Wellness Visit can be viewed from the Notes band.

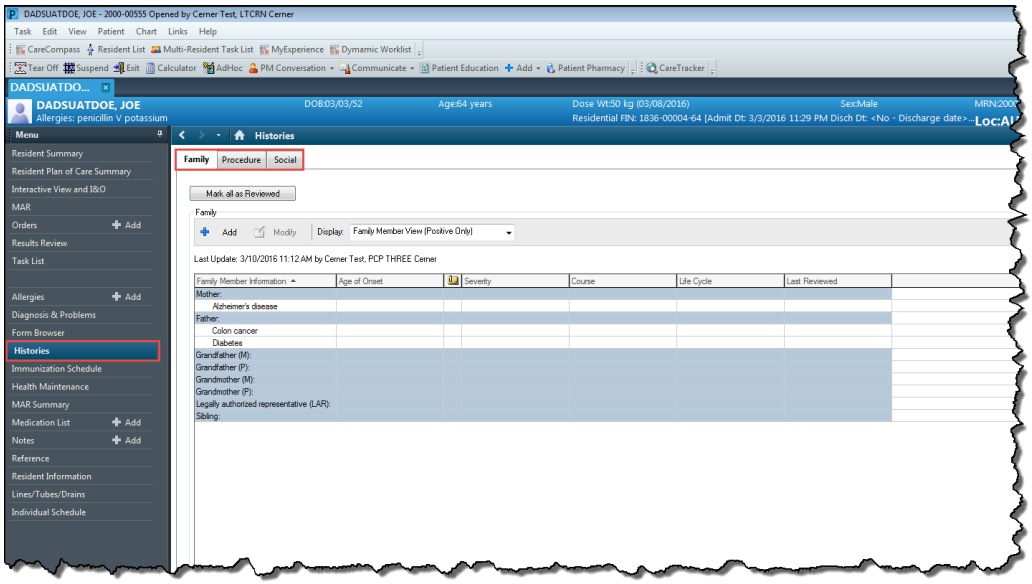
1. Click the **Sort By** drop-down menu to view forms by date, form, status, encounter-date or encounter-form.
2. Double click a form to view its details.



Form Browser Window

HISTORIES

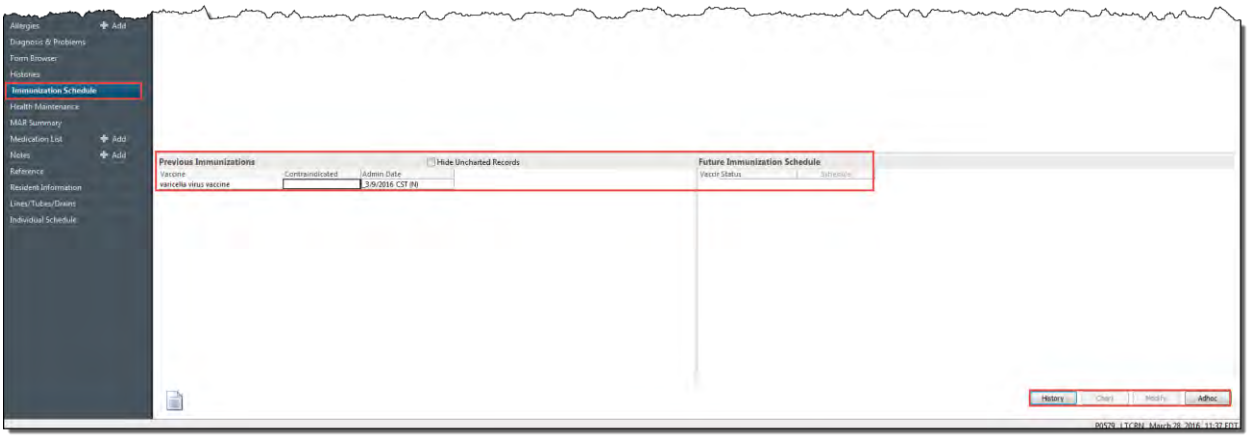
From the **Chart** menu click **Histories** to view family, procedure and social historical information for the resident. From any of the tabs at the top of the window, a new history can be added. Click the add icon (Add). Add all information, then click **OK** to save the record.



Histories Window

IMMUNIZATION SCHEDULE

From the **Chart** menu**,** click **Immunization Schedule** to view the resident's Previous Immunizations, and Future Immunization Schedule.



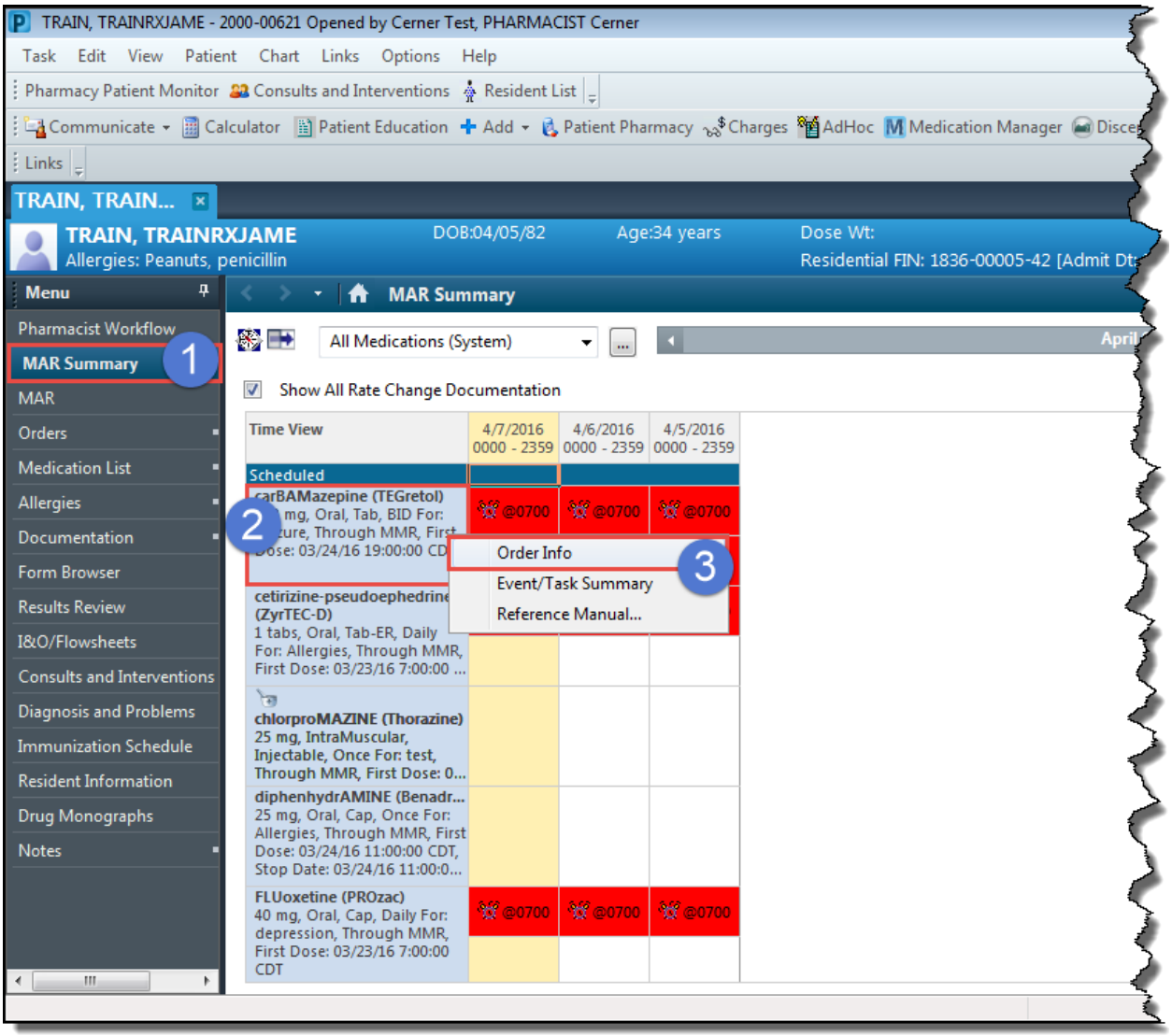
Immunization Schedule Window

MAR SUMMARY

From the chart **Menu,** click **MAR Summary** (Medication Administration Record) to view the medication summary. This window displays the dates and times that medications were administered, or are due. Hover the mouse over each medication to view medication details.

Note ►	The MAR Summary provides the detail outlined below. The MAR provides an overview resident's medications and administration times.

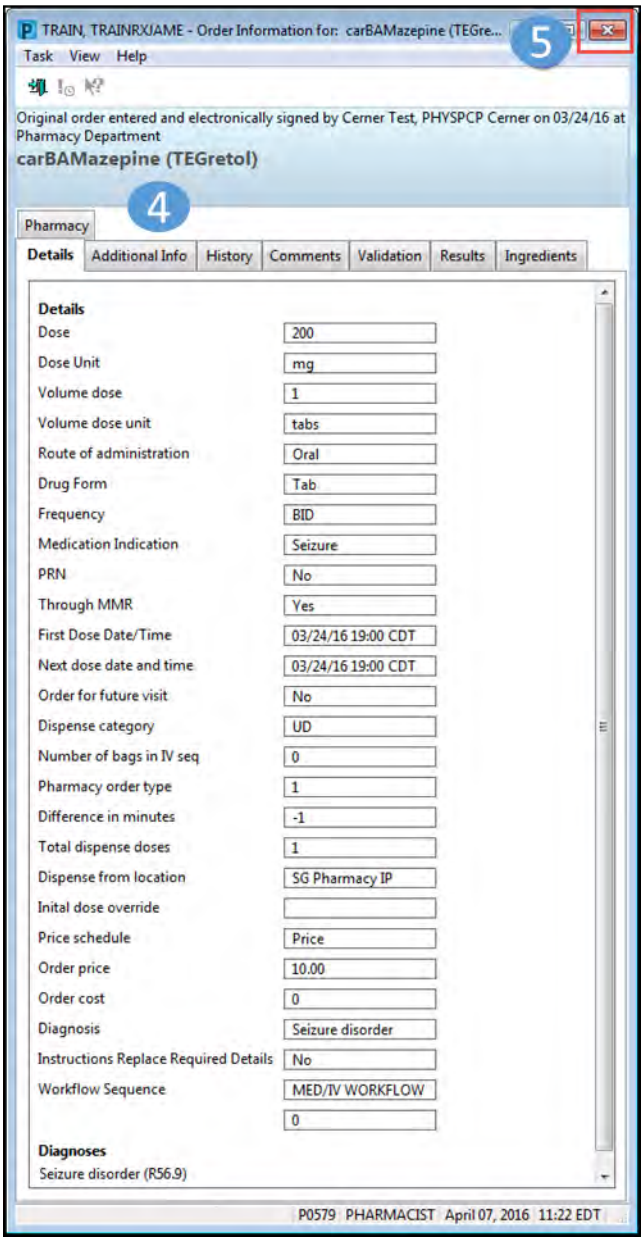
Navigate to the **MAR Summary**.



MAR Summary

1. From within the resident's chart, click the **MAR Summary** band on the chart **Menu**.
2. To view order information, right-click on the order.
3. Select **Order Info** from the pop-up menu.

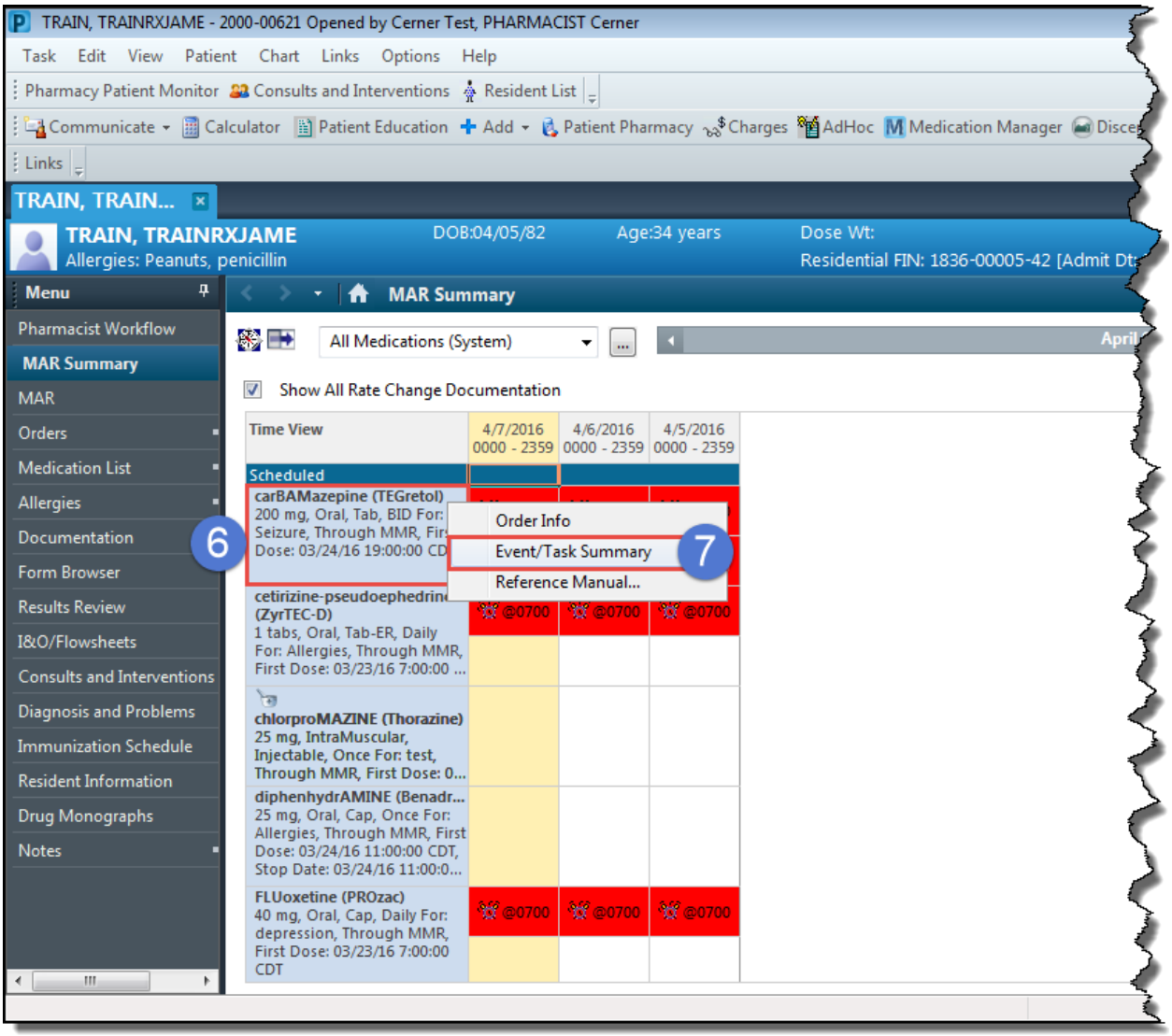
The **Order Information** pop-up window displays.



Order Information Pop-Up Window: Details Tab

4. Click the tabs on the screen to view additional information.
5. Click the exit icon ( ) to close the pop-up window.

The **MAR Summary** window displays.



MAR Summary Window: Select Event/Task Summary

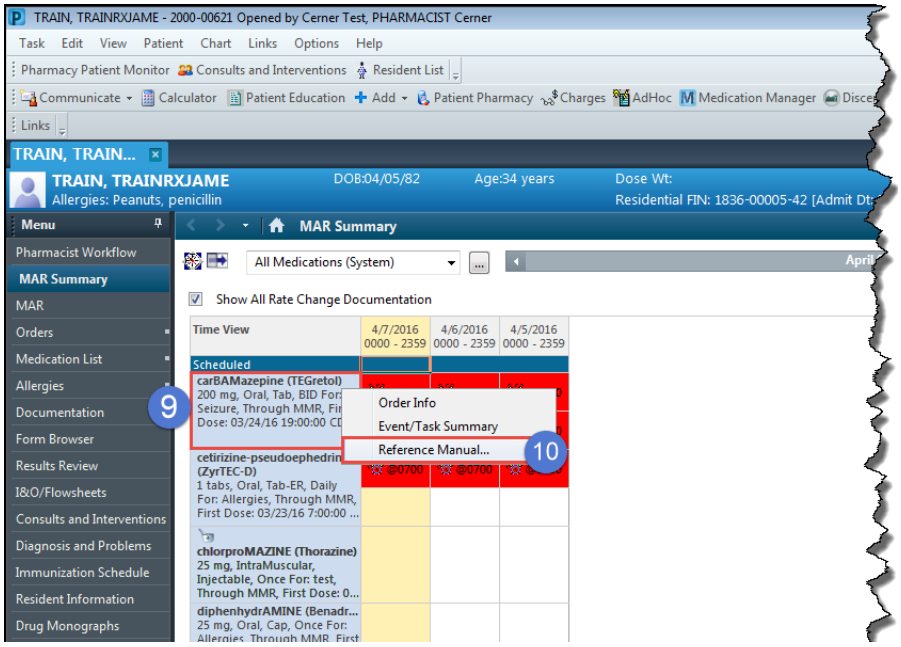
6. To view the event/task summary, right-click on the order again.
7. Select **Event/Task Summary** from the pop-up menu.

The **Event/Task Summary** pop-up window displays.

Event/Task Summary Pop-Up Window

8. Click the exit icon ( ) to close the pop-up window.

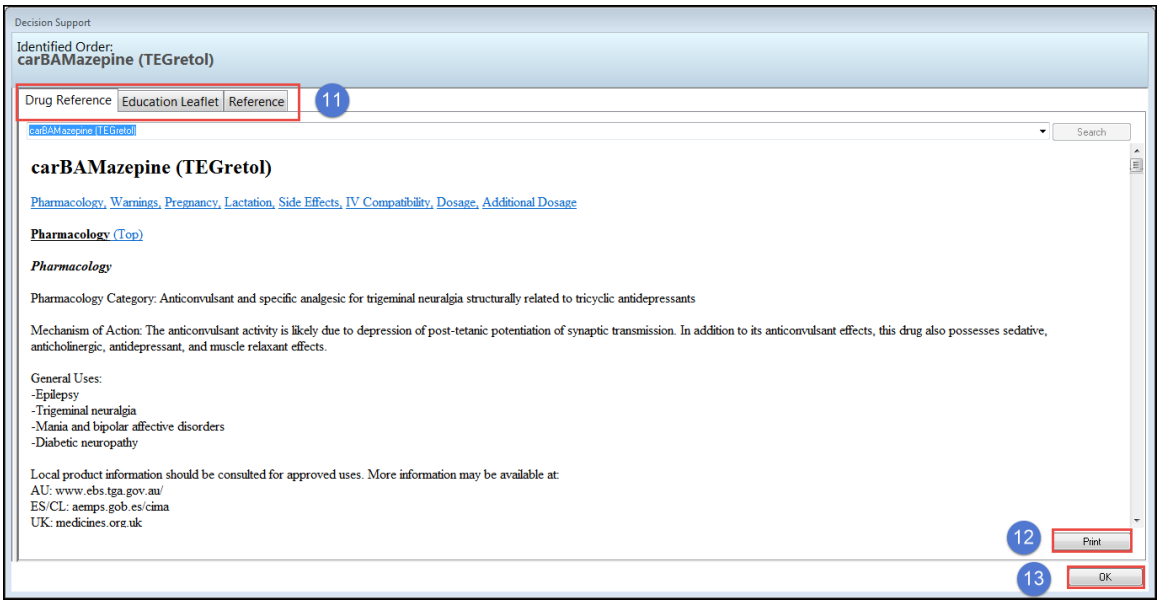
The **MAR Summary** window displays.



MAR Summary Window: Select Reference Manual…

9. Right-click on the order again.
10. Select **Reference Manual…** from the pop-up menu.

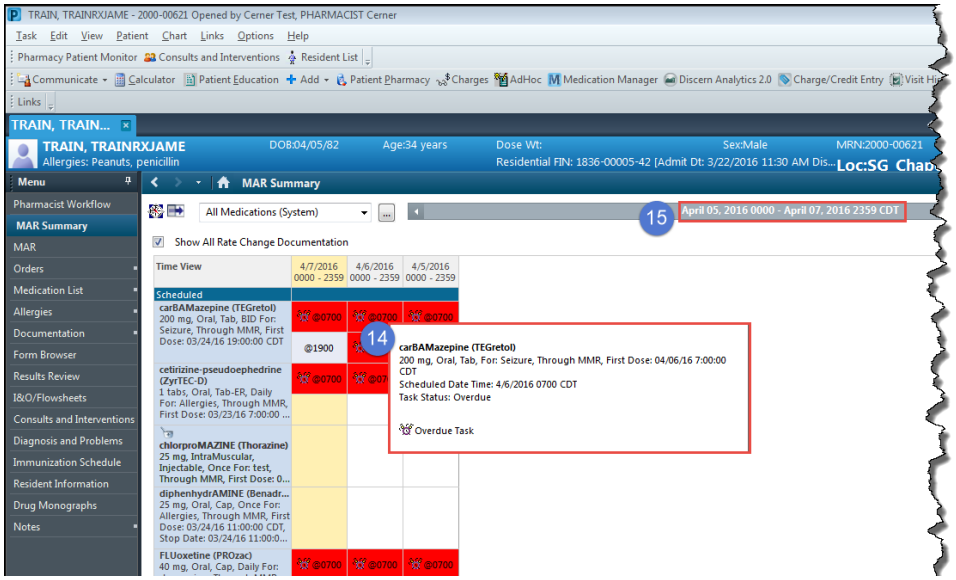
The **Decision Support** pop-up window displays.



Decision Support Pop-Up Window: Drug Reference Tab

11. Click the tabs to view additional information.
12. To print the information, click **Print**.
13. To close the pop-up window, click **OK**.

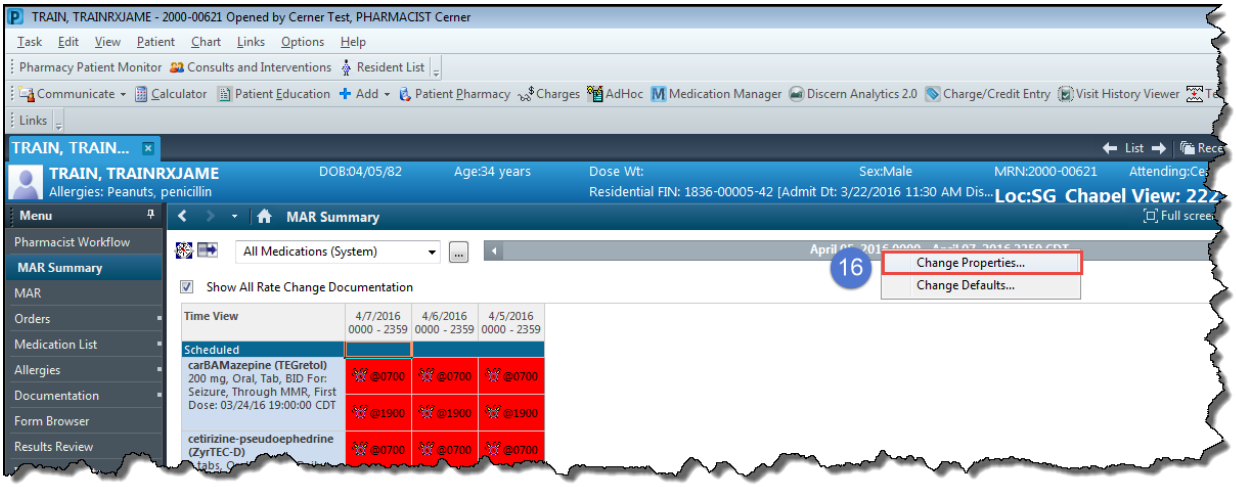
The **MAR Summary** window displays.



MAR Summary Window: Task Pop-Up Window

14. Click on a MAR task to view more detail in a pop-up window.
15. To change the time frame, right-click on the date range in the grey bar.

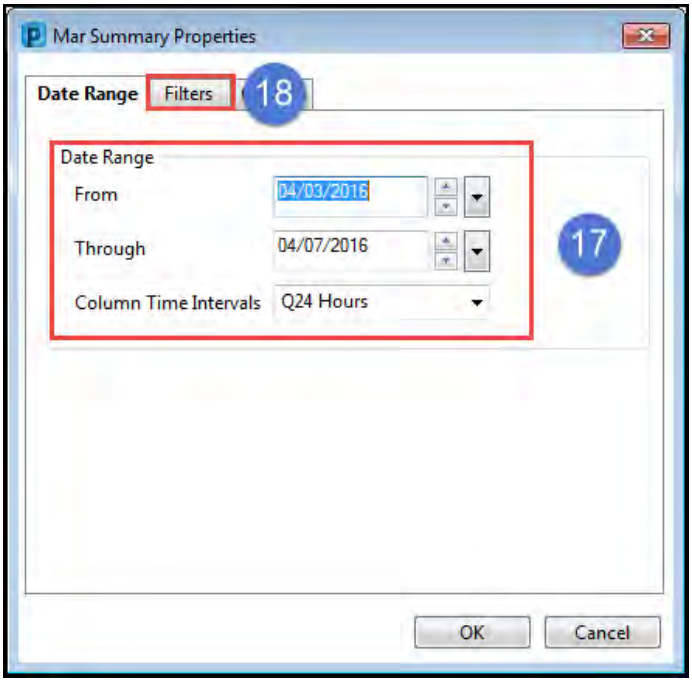
The **MAR Summary** window displays.



MAR Summary Window: Change Properties

16. Select **Change Properties…** from the pop-up menu.

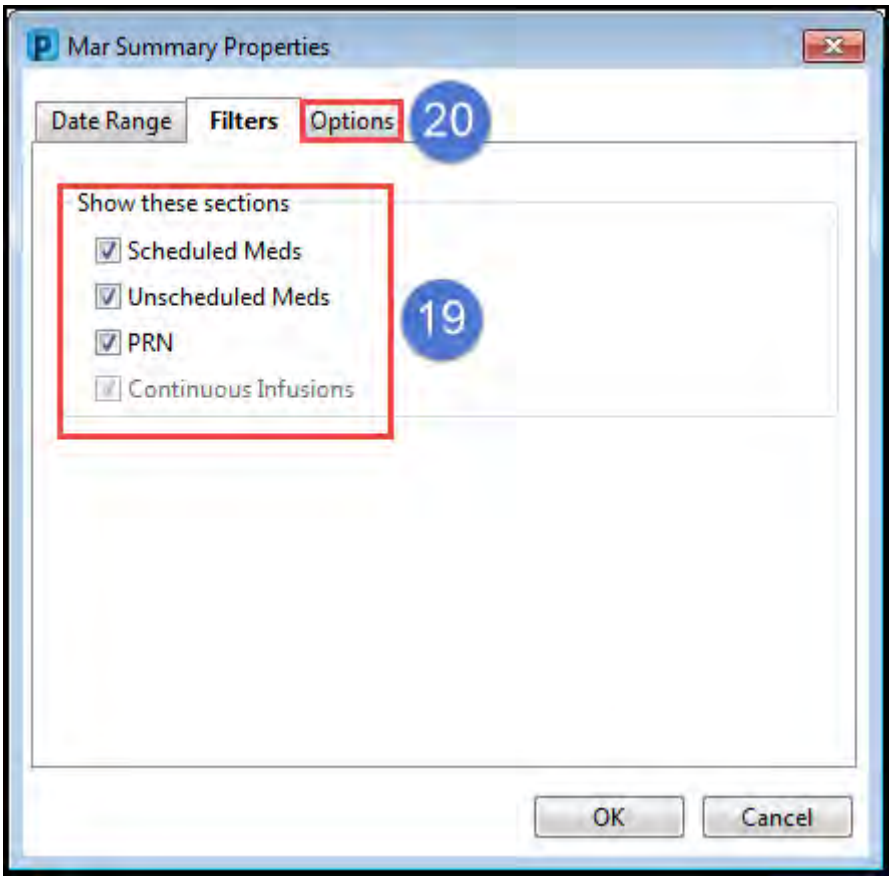
The MAR Summary Properties pop-up window displays.



MAR Summary Pop-Up Window: Date Range Tab

17. Select the new date and time parameters for viewing tasks in the **MAR Summary**.
18. Click the **Filters** tab to change filters.

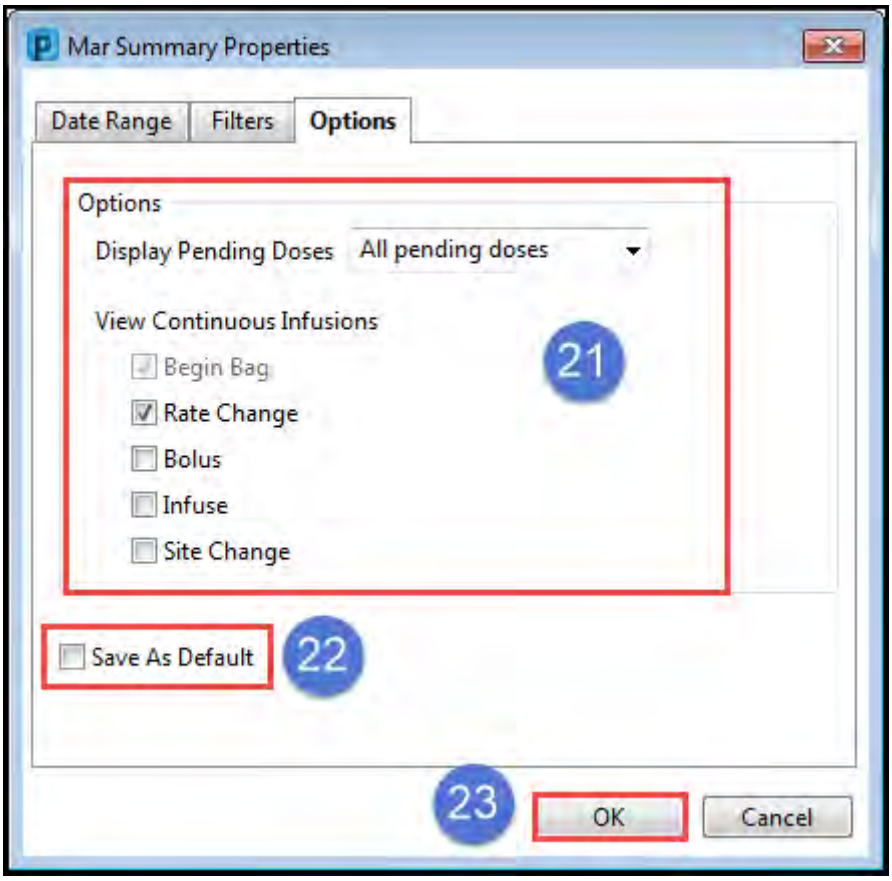
The MAR Summary Properties pop-up window displays the **Filters** tab.



MAR Summary Pop-Up Window: Filters Tab

19. Use the check boxes under **Show these selections** to select filters for viewing tasks in the MAR.
20. Click the **Options** tab to make additional customizations to the MAR Summary view.

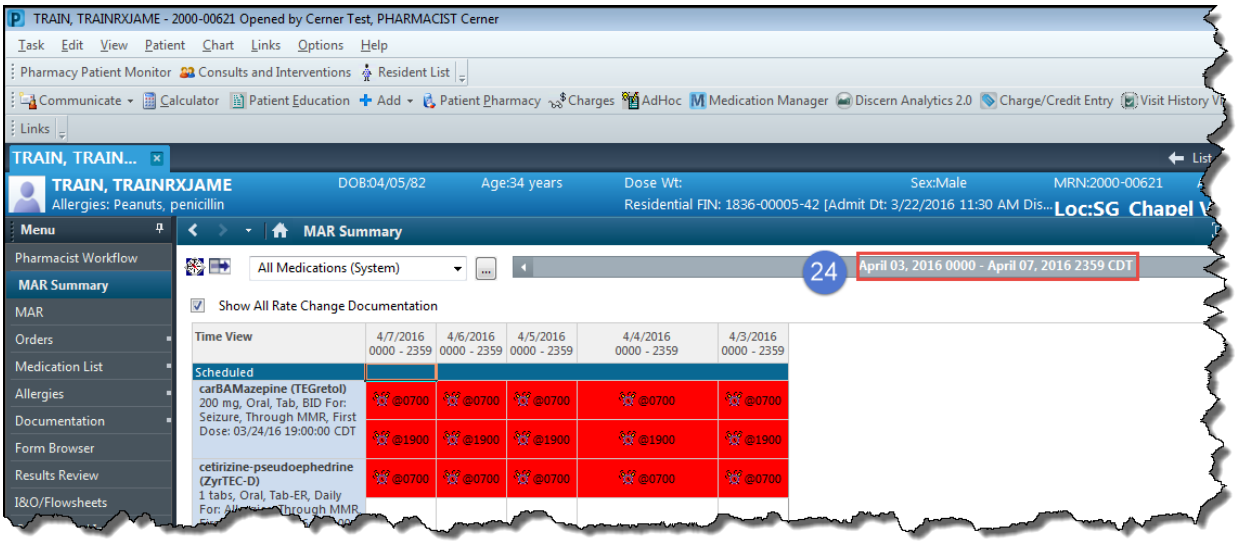
The MAR Summary Properties pop-up window displays the **Options** tab.



MAR Summary Pop-Up Window: Options Tab

21. Make any desired changes to options.
22. To set these options as your default view when accessing a **MAR Summary**, mark the **Save as Default** check box.
23. Click **OK** to save changes and close the pop-up window.

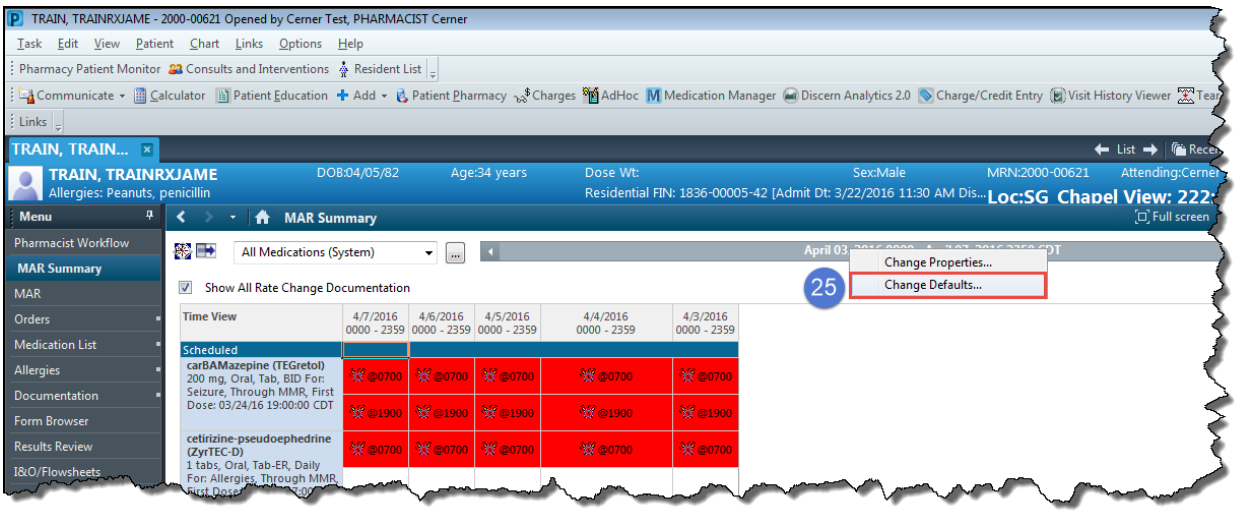
The MAR Summary window reflects the property changes.



MAR Summary Window: Property Changes Reflected

24. The changes are now reflected in the MAR Summary window.

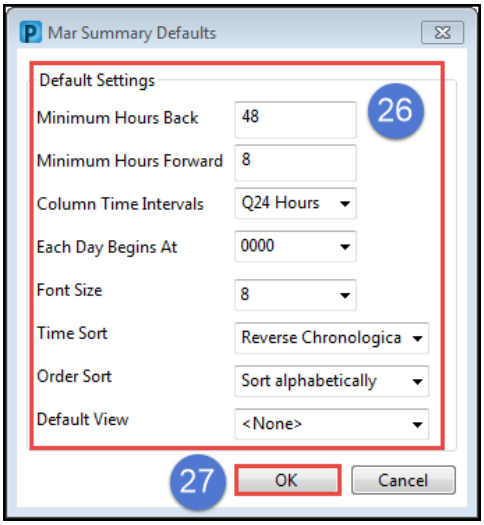
Change defaults on the MAR Summary window.



MAR Summary Window: Change Defaults

25. Right click on the grey bar and select **Change Defaults…**

The **MAR Summary Defaults** pop-up window displays.

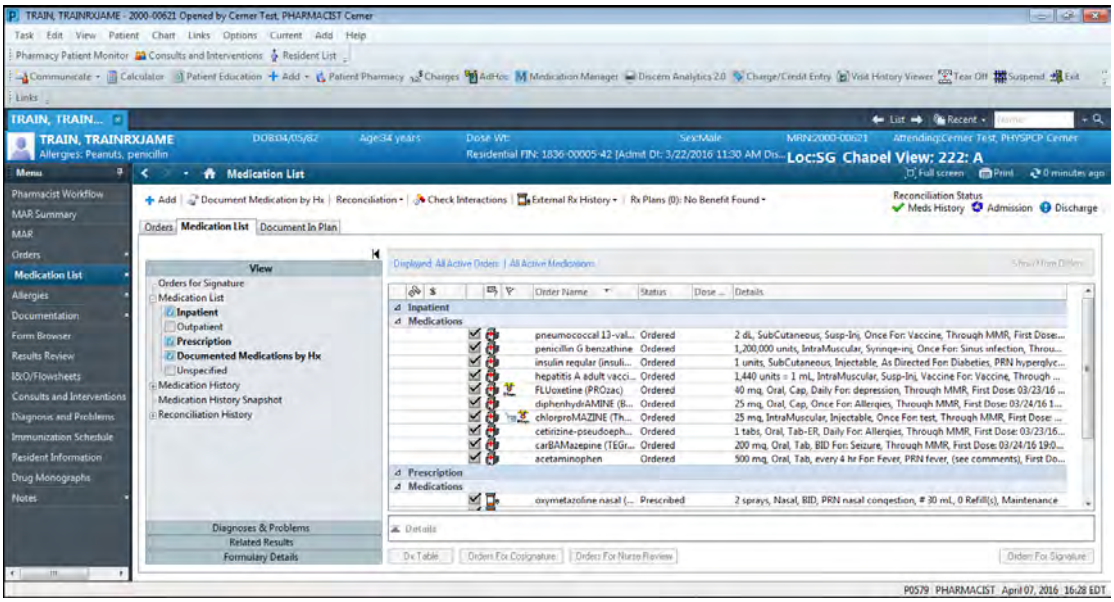


MAR Summary Defaults Pop-Up Window

26. Make changes to **Default Settings** as desired.
27. Click **OK** to save changes and close the pop-up window.

MEDICATION LIST

From the **Chart** menu**,** click **Medication List.** Multiple tasks can be performed within the **Medication List** window including: Add, Document Medication, Reconciliation, Check Interactions, and External Rx History. Any orders not entered by the provider must be co-signed.



Medication List Window

- Add a Medication

> **Note ▶** This functionality is used to place an order for a new medication.
>
> **Note ▶** This section is for reference only. Pharmacists will not be responsible for adding diagnoses or medications for patients.

1. From the **Medication List** window, click the add icon (Add).
2. From the **Add Order** pop-up window, a medication can be added but there must first be a diagnosis or problem to associate with the medication.

> **Note ▶** If the chart already contains diagnoses and problems, skip to step 8.

3. From the **Diagnoses & Problems** column on the left of the window, click **Add**.
4. From the **Add Diagnosis** pop-up window, type a diagnosis and click the find icon ( ).
5. From the **Diagnosis Search** pop-up window, additional search criteria can be added, or click on the diagnosis in the search results that needs to be saved.
6. Click **OK**.
7. From the **Add Diagnosis** pop-up window, click **OK**. Repeat steps 3-6 to add additional diagnoses or problems.
8. Select the check box next to each diagnosis or problem that needs to be associated with the order that is being added.
9. From the search bar, type the name of the medication then press Enter.
10. From the search results, click the correct medication, inclusive of the dose that is being ordered, then click **Done**.
11. For non-physicians who are ordering a medication, the **Ordering Physician** pop-up window displays. Type the ordering Physician's name. The order date and time default to the current date and time.
12. In the **Communication Type** field, select **Phone, Verbal, Signature Required or Written (Paper)/Fax**, then click **OK**.

> **Note ▶** If a physician is adding the order, steps 11 and 12 are omitted. The Communication Type drives the need for co-signature.

13. Type all details, comments and diagnoses for the order, including the **Medication Indication**.
14. Click **Sign**. The medication now populates in the Medication List and has a Processing status until it is filled by the pharmacy.

> **Note ▶** For a Physician, when an order needs to be signed **Orders For Signature** at the bottom of the window are enabled.
>
> **Note ▶** For anyone other than a Physician, the **Orders for Co-Signature** button is enabled.
>
> **Note ▶** For a Nurse, when an order needs to be reviewed, **Orders For Nurse Review** at the bottom of the window are enabled.

NOTES

From the **Chart** menu click **+Add** next to **Notes** to access the Notes functionality. From this window, view, modify or add notes.

- View Notes
  1. From the **Notes** window, view any **Notes** that have been added to a chart within the dates specified on the information bar along the top of the window.
  2. On the left side of the window, select the folder that contains the note that needs to be viewed. The note displays in the center of the window.
  3. Sort the clinical notes view by selecting a radio button: By type, By status, By date, Performed by or By encounter.
  4. Use the up and down arrow buttons to scroll up and down through the available notes.

> **Note ►** If the note does not display, the date range may need to be changed. Right click the information bar at the top of the **Notes** window where the date is displayed, and select **Change Search Criteria**. In the pop-up window, change the **From** and **To** dates, then click **OK**.

- Add an Addendum to a Note
  1. From the **Notes** window, double click the note that needs to be modified. The note displays in the center of the window.
  2. Click the modify icon ( ).
  3. After required changes have been made, click the **Sign Form** icon **(✓)** in the top left of the window.
  4. A pop-up window displays and asks: A change has been made to the note details of the document. Would you like to save this change?
  5. Click **Yes.**

> **Note ►** After a note is modified, "Document Contains Addenda" will display at the top in red.

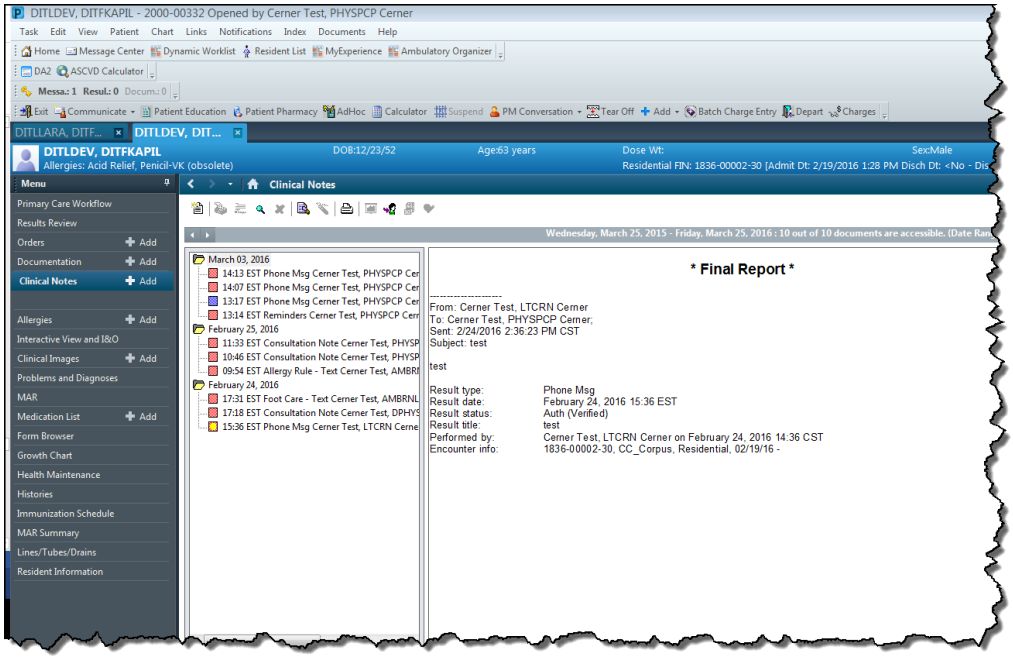
- Add a Note
  1. From the **Notes** window, click the add icon ( ) to add a new note.
  2. From the **Add Document** pop-up window, select the type of note to add.
  3. Complete all fields on the window and type the note.
  4. Complete the note by:
     - Clicking **Sign** – Completes the documentation, and publishes the note to the resident's chart
     - Clicking **Save** – Saves the note without signing it, but leaves the note window open; this provides the ability to make revisions at a later time. The status of the note will remain as *In Progress* until it's closed

> **Tip ►** Even when temporarily walking away from the computer, it is important to always save a note to prevent data loss in the event of a power outage or network failure.

     - Clicking **Save & Close** – Saves and closes the note without signing it
     - Clicking **Cancel** - Closes the pop-up window without saving changes

All notes are marked with a colored square to indicate the status. When a note is opened, a yellow dot displays in the center of the colored square. Note statuses are as indicated in the chart below:

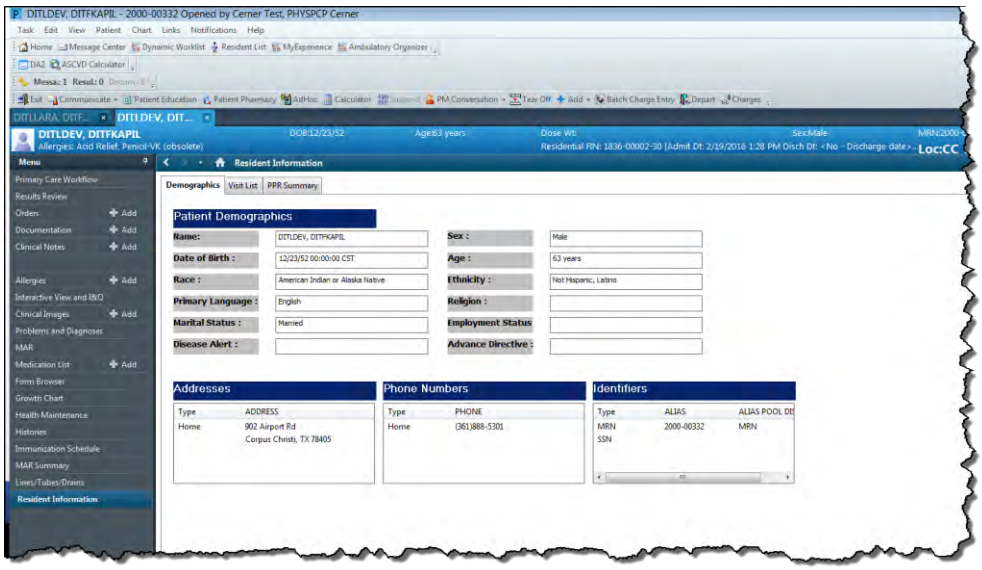
	In Progress – The note is in progress, and has not yet been signed
	Transcribed – The note has been typed, but not yet signed
	Unauthenticated – The note has been signed, but by someone who is not authorized to provide final approval
	Authenticated – The note is finalized and signed
	Modified/Corrected – The note or document has been modified, and there is an addendum
	Anticipated – A record is anticipated, but has not yet been typed
	Error – The note was typed in error
	Unknown Status



Notes Window

RESIDENT INFORMATION

From the **Chart** menu**,** click **Resident Information** to view resident demographics, the visit list, and the PPR summary. This is a view-only window, and information contained herein was typed during scheduling and registration.



Resident Information Window

MEDICAL RECORD REQUEST

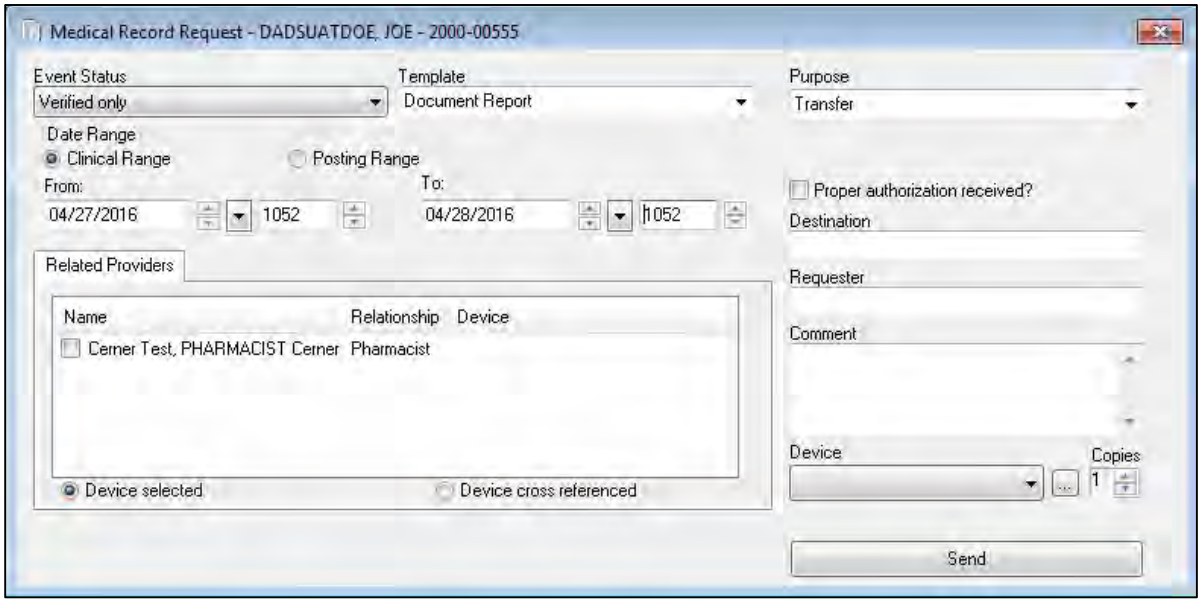
Medical Record Request (MRR) is a tool used to create an ad hoc patient chart through PowerChart. The most common report requested through MRR Document report.

Requesting a Report

1. From the **Task** menu select **Print** > **Medical Record Request** or the **MRR** tab at the top of the Powerchart

   Note ► You must be in a resident chart to do this.

2. Complete the MRR dialogue box
   - **Event Status** – Verified Only
   - **Template** – Document(or whatever is applicable)
   - **Purpose** –Transfer (or whatever is applicable)
   - **Date Range** – Clinical Range
   - **Section Select**- Narrow down and choose you results to send/print here
   - Check that proper authorization was received
   - Input the proper **Destination**, **Requester**, and comments (if needed)
   - Select the desired **Device** to send the report – xrchartnull or example printer
3. **Send the request through MRR**.
4. "X" out of MRR.

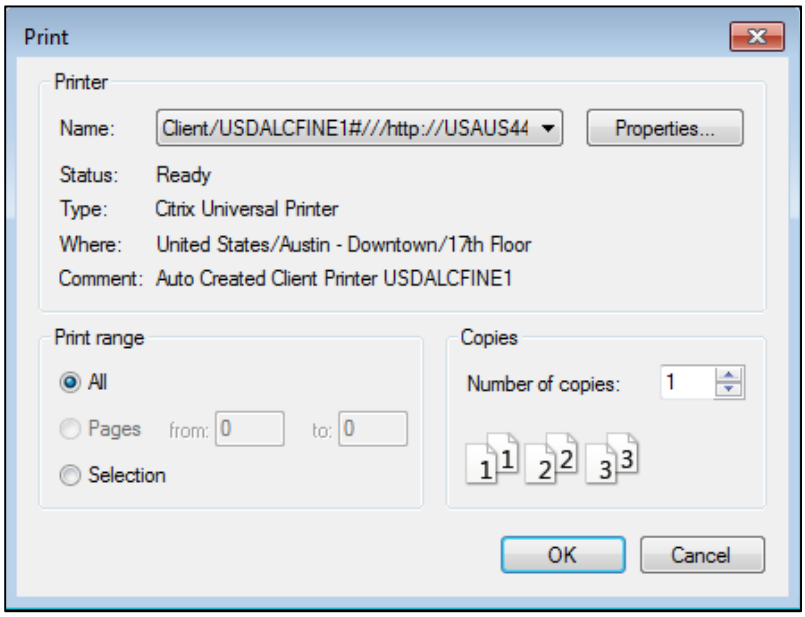


Note ► The next time you open the MRR window, the same parameters will populate in the dialogue box for usability.

Requesting a Single Document

1. From the main menu select Notes (Clinical Notes, Documents, etc. will vary based on client), open the desired document to print.

2. Select the print icon or right click the document you wish to choose.
3. Click **OK**.



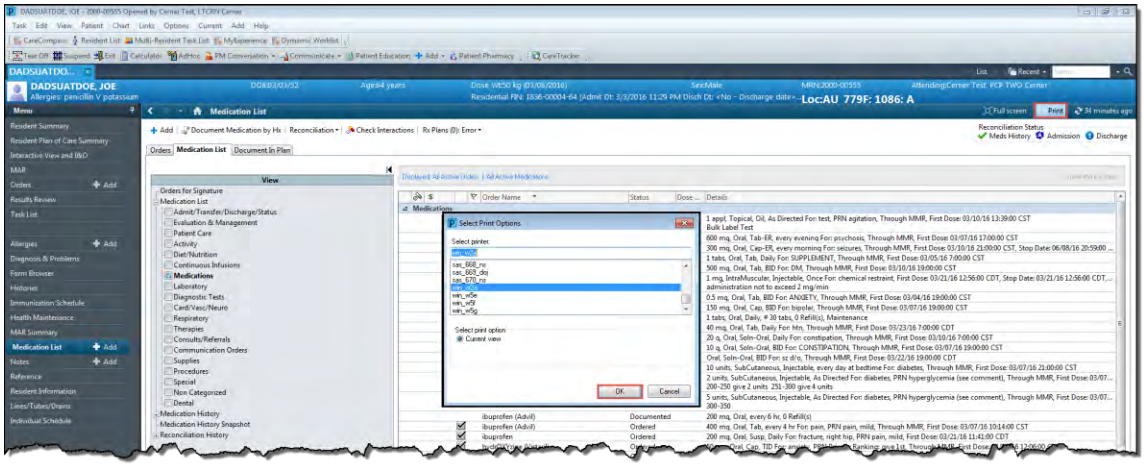
Additional Information

- Resident Care Report Includes:
    - Patient Care items
    - Such as Iview, allergies, orders, etc.
- Document Report Includes:
    - Clinical and Nursing Notes (Power Forms, things viewable in the Notes tab)
- Tidbits:
    - Printing through MRR is trackable through Report request maintenance. Printing should be limited and generally for outside use.
    - Printing through MRR also allows for easier trouble shooting of any issues in report request maintenance.

PRINTING

Open a resident's chart, then click the print icon (Print) at the top right of any window to print its contents. The print functionality does not display on every window.

> **Note ▶** A provider may want to print a medication list, or document from the resident chart.



Select Print Options Pop-up Window

> **Note ▶** The **Print** option also allows a provider to send a portion of the resident chart.

NAVIGATION

This section guides pharmacists through the basic navigation functionality that is specific to the pharmacy function.

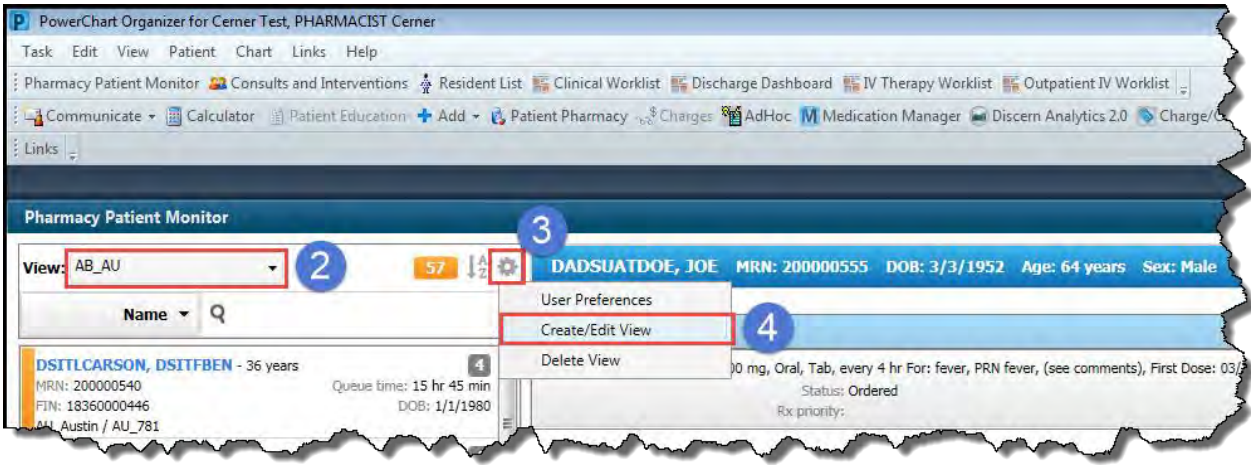
Objectives

- Create and sort resident views
- Find and view priority orders
- View resident chart details

Create a New View in Pharmacy Patient Monitor

The Create/Edit view feature provides the option to create customized views in Pharmacy Patient Monitor. These views are linked to the user's ID and display whenever that ID is used to log in to Cerner.

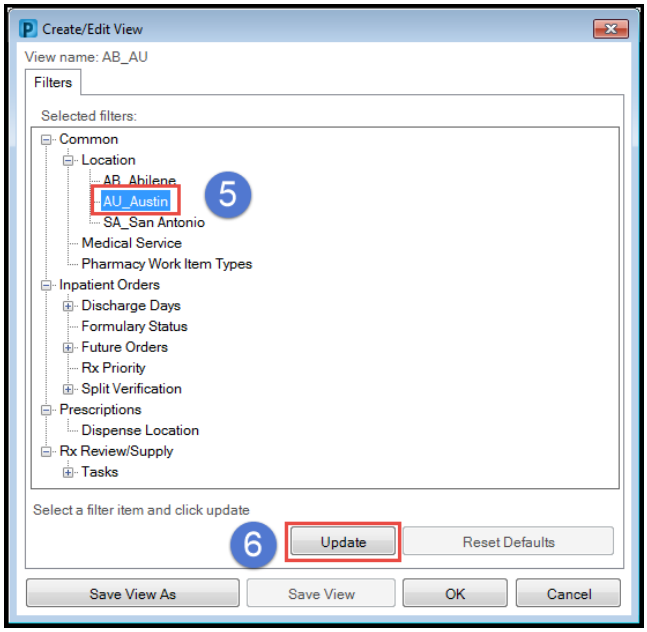
1. Log in to **PowerChart**.
   - The **Pharmacy Patient Monitor** home window displays.



Patient Pharmacy Monitor

2. From the **View** drop-down menu, select the desired view.
3. Click on the settings icon ( ) to create a new view.
4. From the settings menu, select **Create/Edit View**.

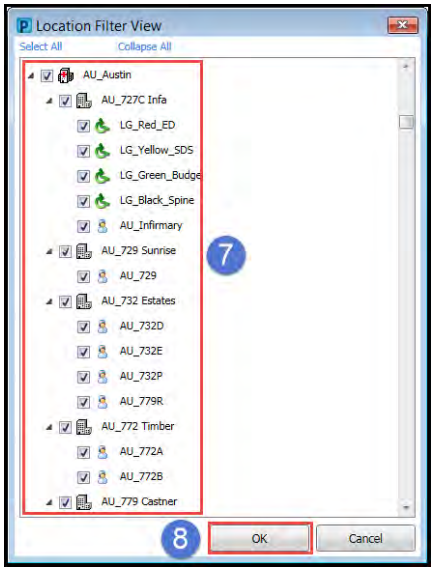
The **Create/Edit View** settings menu displays.



Pharmacy Patient Monitor: Create/Edit View Preferences

5. From the **Select filters** list, select the desired filter.
6. Click **Update**.

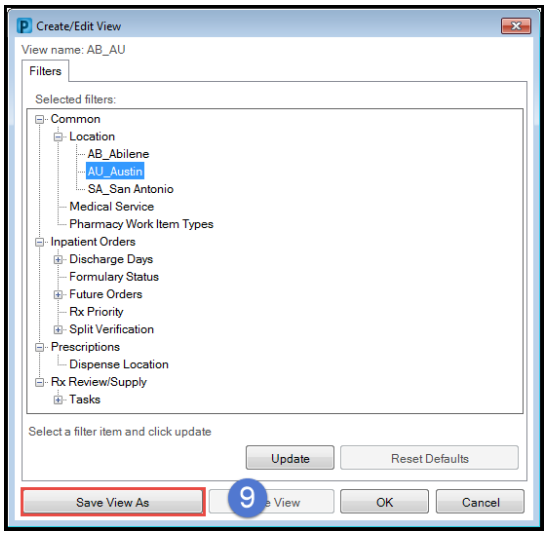
The **Location Filter View** window displays.



Pharmacy Patient Monitor: Location Filter View

7. Mark the check boxes to make filter selections.
8. Click **OK**.

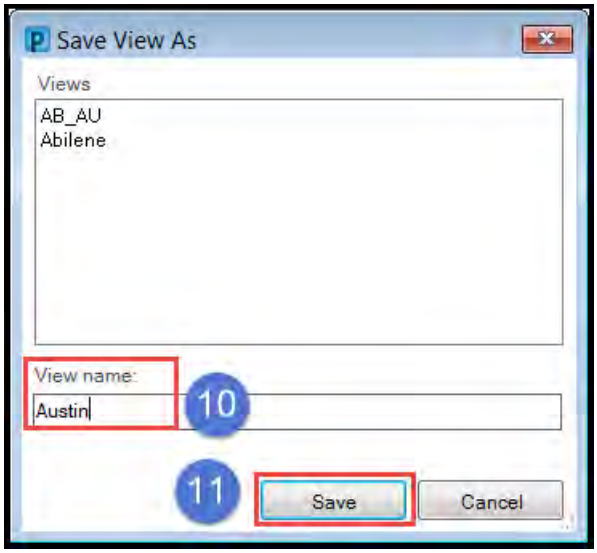
The **Create/Edit View** settings menu displays.



Pharmacy Patient Monitor: Create/Edit View Preferences

9. Click Save View As.

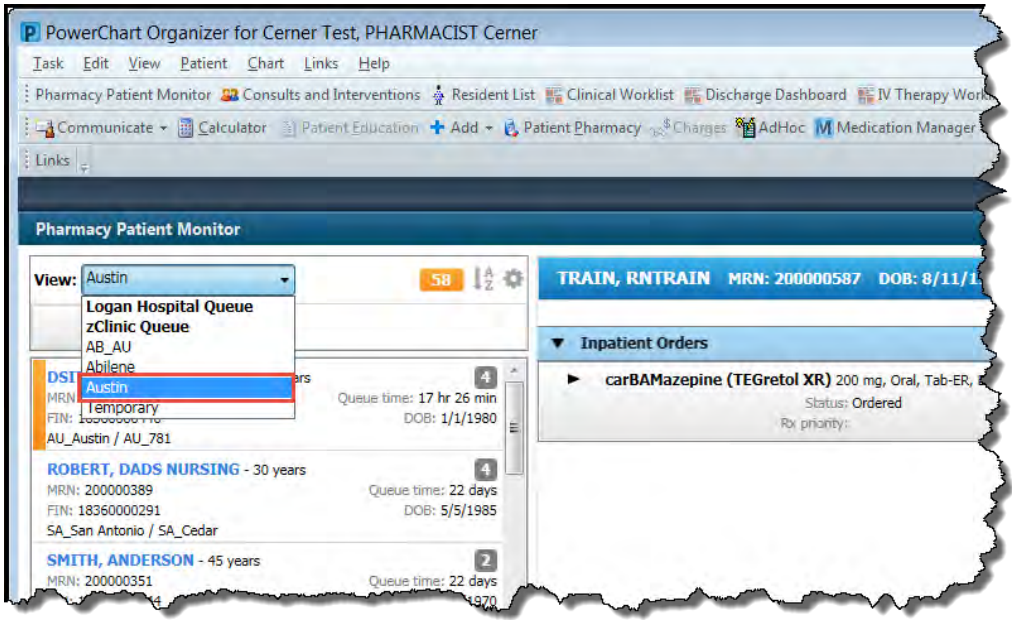
The **Save View As** window displays.



Pharmacy Patient Monitor: Sort View

10. Type the name of the view in the **View Name** field.
11. Click **Save**.

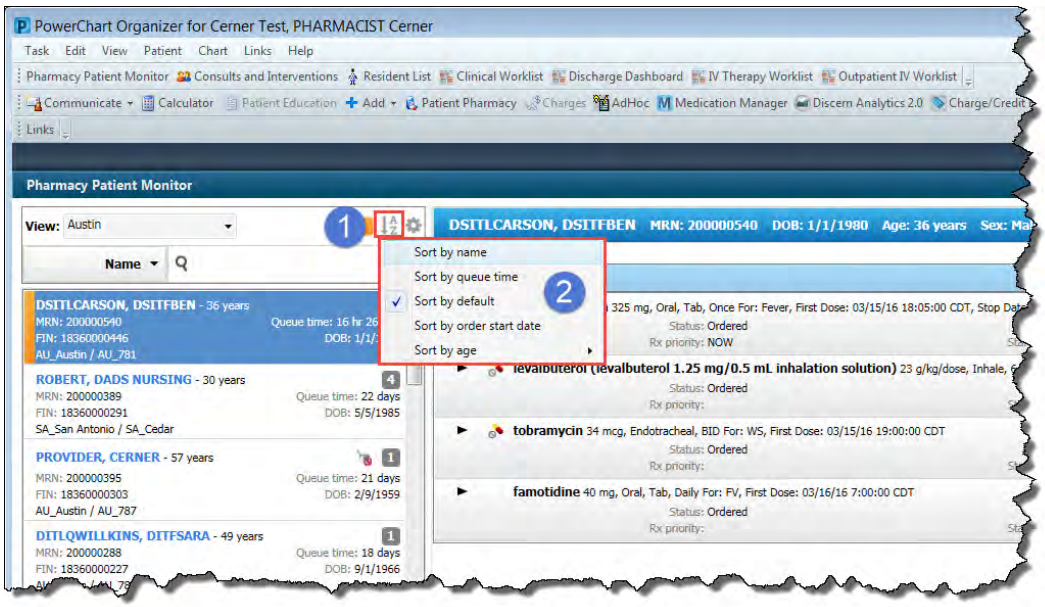
The new view title now displays in the **View** drop-down menu.



Pharmacy Patient Monitor: View Drop-down Menu

Sort View

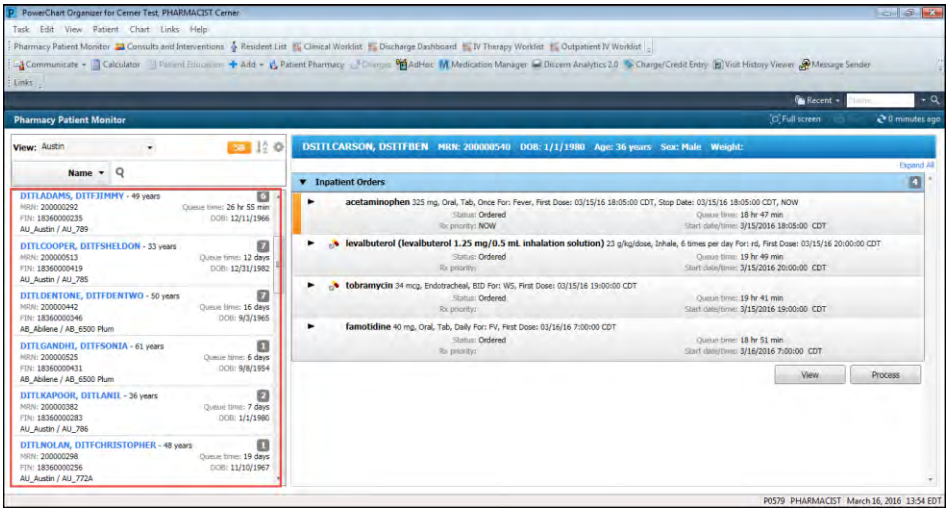
This process begins from the Pharmacy Patient Monitor window that displays after you log in.



1. From the **Pharmacy Patient Monitor** window, click the sort icon ( ).
2. From the sort menu, select the preferred sort option.

Note ► The default view displays highest priority orders at the top.

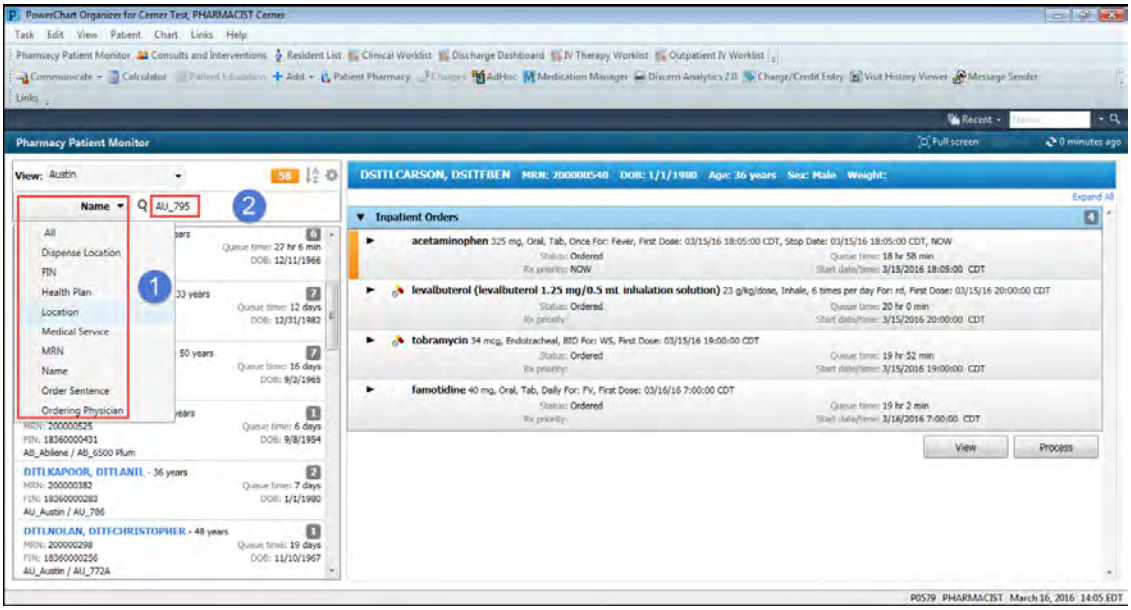
The view updates to reflect the selection.



Pharmacy Patient Monitor: Sort View

Perform a Resident Search

This process begins from the **Pharmacy Patient Monitor** window that displays after you log in.

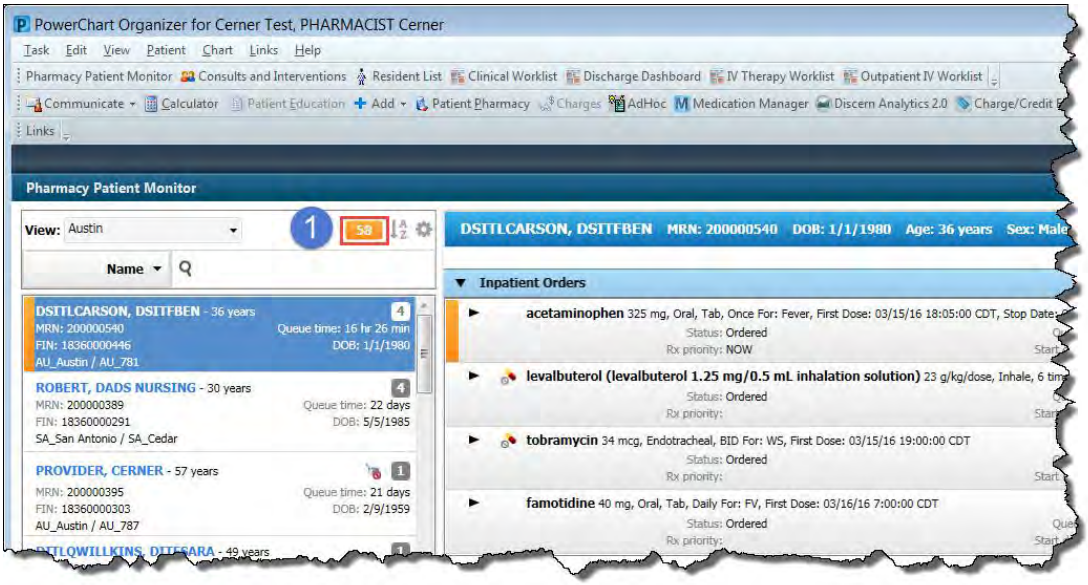


Pharmacy Patient Monitor: Perform a Resident Search

1. From the **Name** drop-down menu, select a search option.
2. In the search field to the right of the magnifying glass icon ( ) type your search criteria.
3. Press the Enter key on your keyboard.

View Priority Orders

This process begins from the **Pharmacy Patient Monitor** window that displays after you log in.

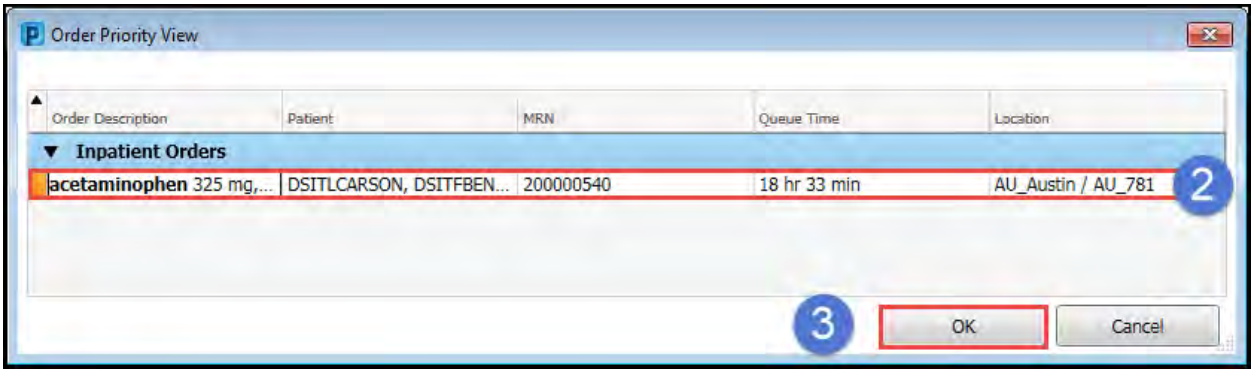


Pharmacy Patient Monitor: View Priority Orders

1. Click the box with the number in it next to the **View** drop-down menu.

> **Note ▶** The number in the orange box reflects the total number of pharmacy orders, including but not limited to the number of priority orders.

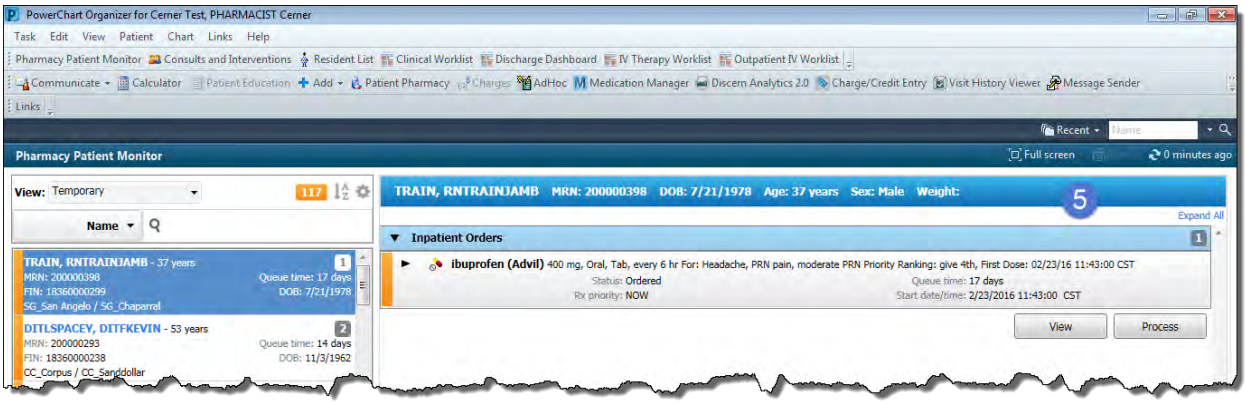
The **Order Priority View** window displays with the priority orders listed in order of those in the queue the longest.



Pharmacy Patient Monitor: View Priority Orders

2. Select a resident from the list.
3. Click **OK**.

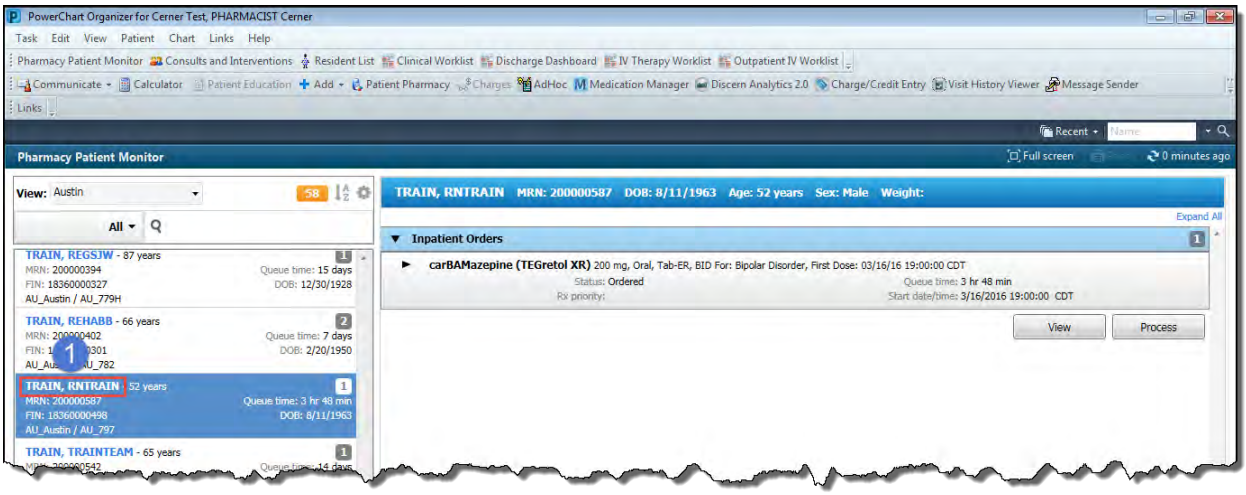
The resident's orders display under **Inpatient Orders**.



Pharmacy Patient Monitor: Inpatient Orders

View Resident Chart Detail

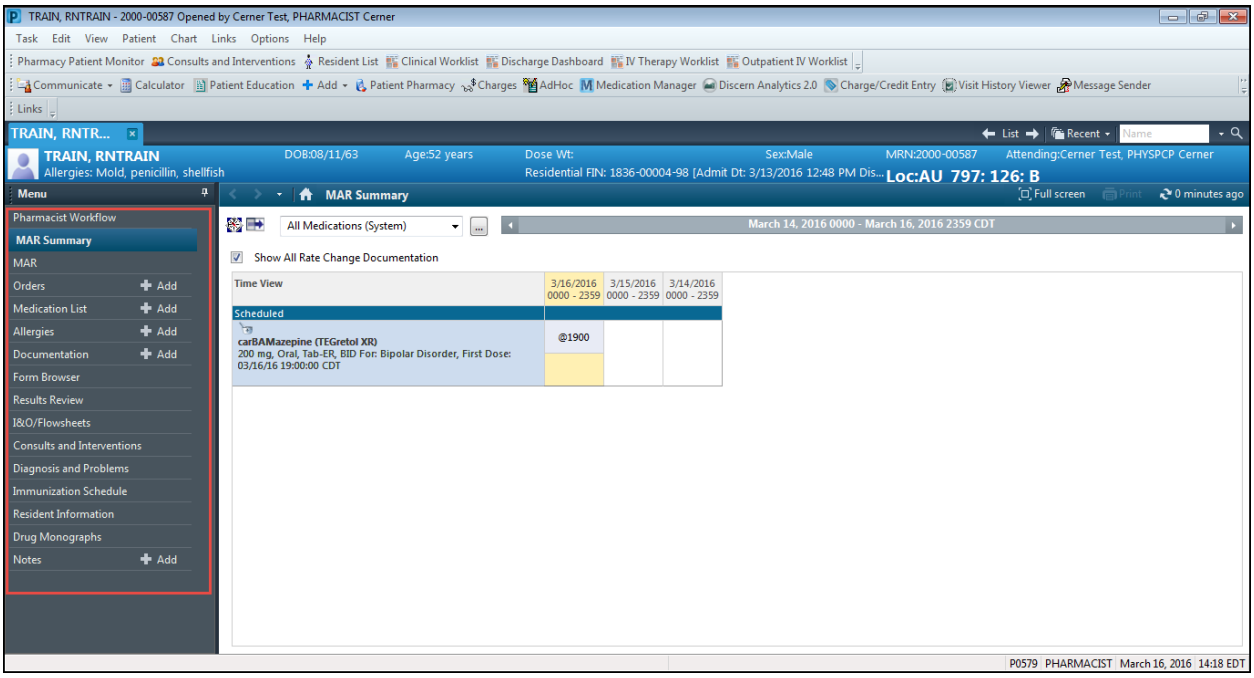
This process begins from the **Pharmacy Patient Monitor** window that displays after you log in to PowerChart.



Pharmacy Patient Monitor: Resident's Name

1. Click on the resident's name.

The resident's chart displays in a new window within **PowerChart**.

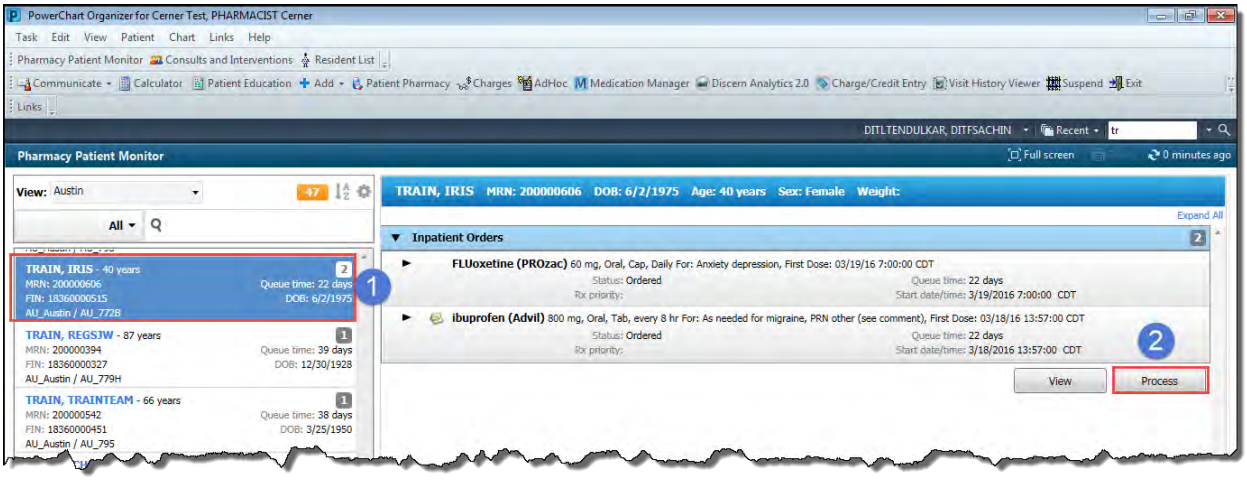


Resident Chart Window

Note ▶ Use the links in the chart **Menu** to view more information about the resident.

Process Orders from PowerChart

Select the resident from the Pharmacy Patient Monitor window in PowerChart

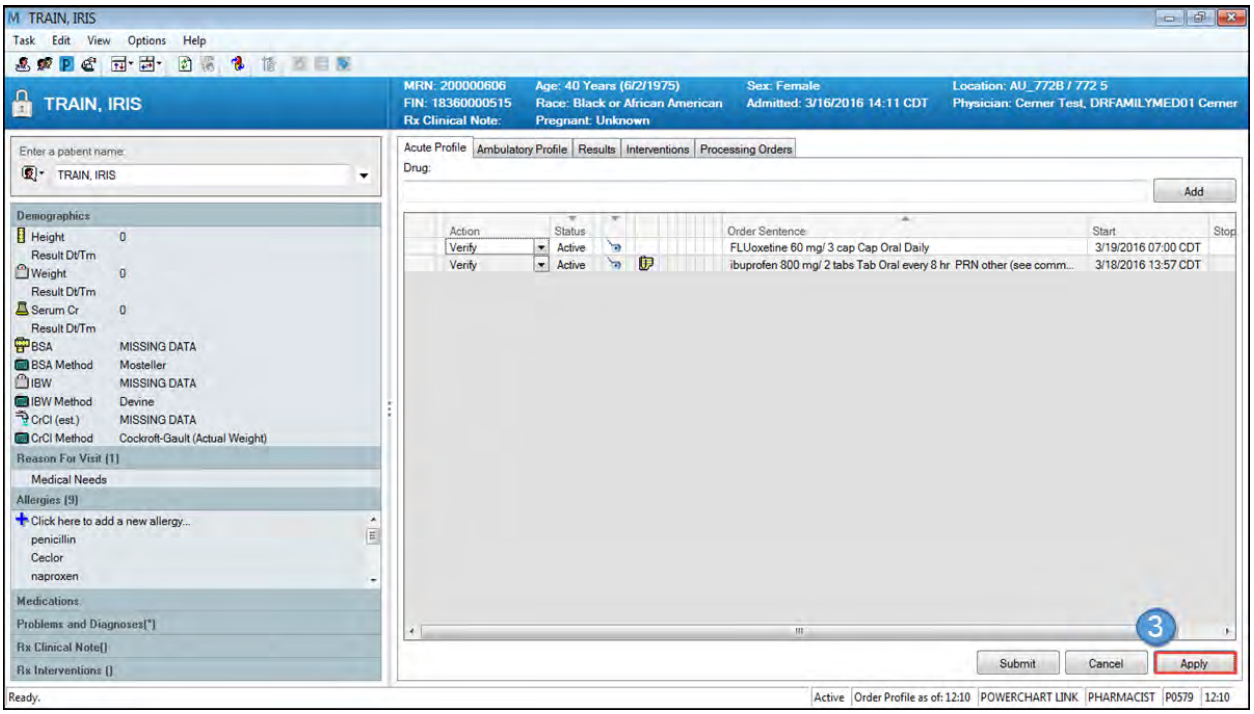


PowerChart: Pharmacy Patient Monitor

1. From the **Pharmacy Patient Monitor** window in **PowerChart**, select the resident from the list on the left.
2. The resident's orders to process display on the right of the window. Click **Process** to begin processing orders**.**

Note ▶ Click View to go to the resident's profile in Medication Manager.

Medication Manager opens in a new window.

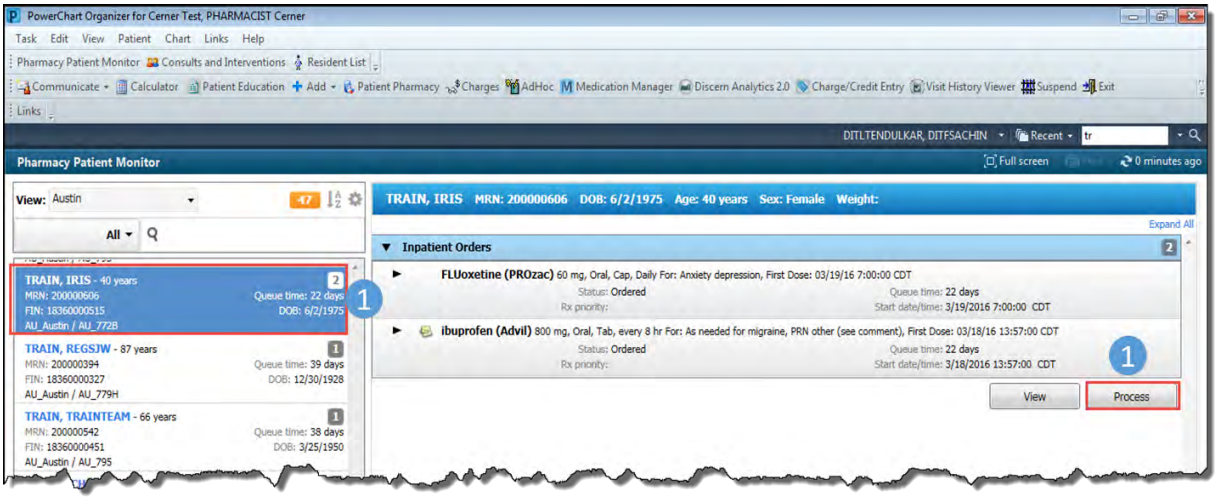


Medication Manager Window

3. Click **Apply** to begin processing orders. Once the first order is processed, the next order will display for processing.

Interventions

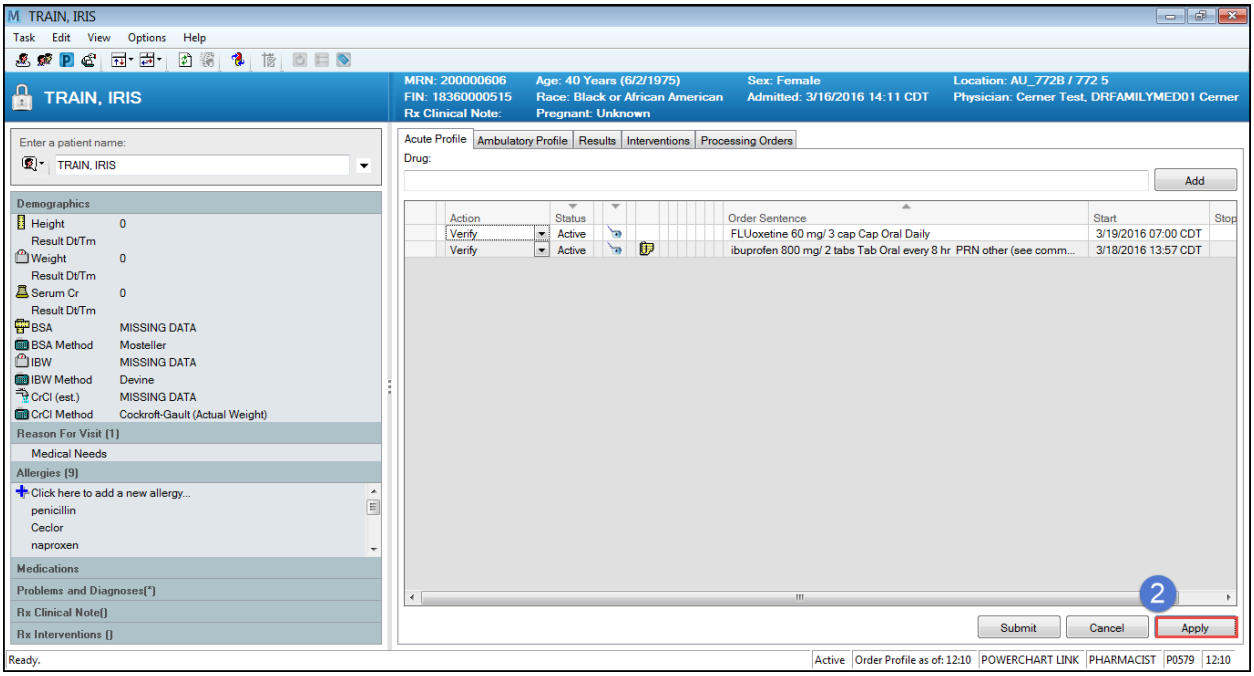
Begin on the Acute Profile tab on the Pharmacy Patient Monitor window



Pharmacy Patient Monitor window

1. From the **Pharmacy Patient Monitor** window in **PowerChart**, select the resident from the list on the left and click **Process**.

The Acute Profile Tab on the Pharmacy Medication Manager window displays

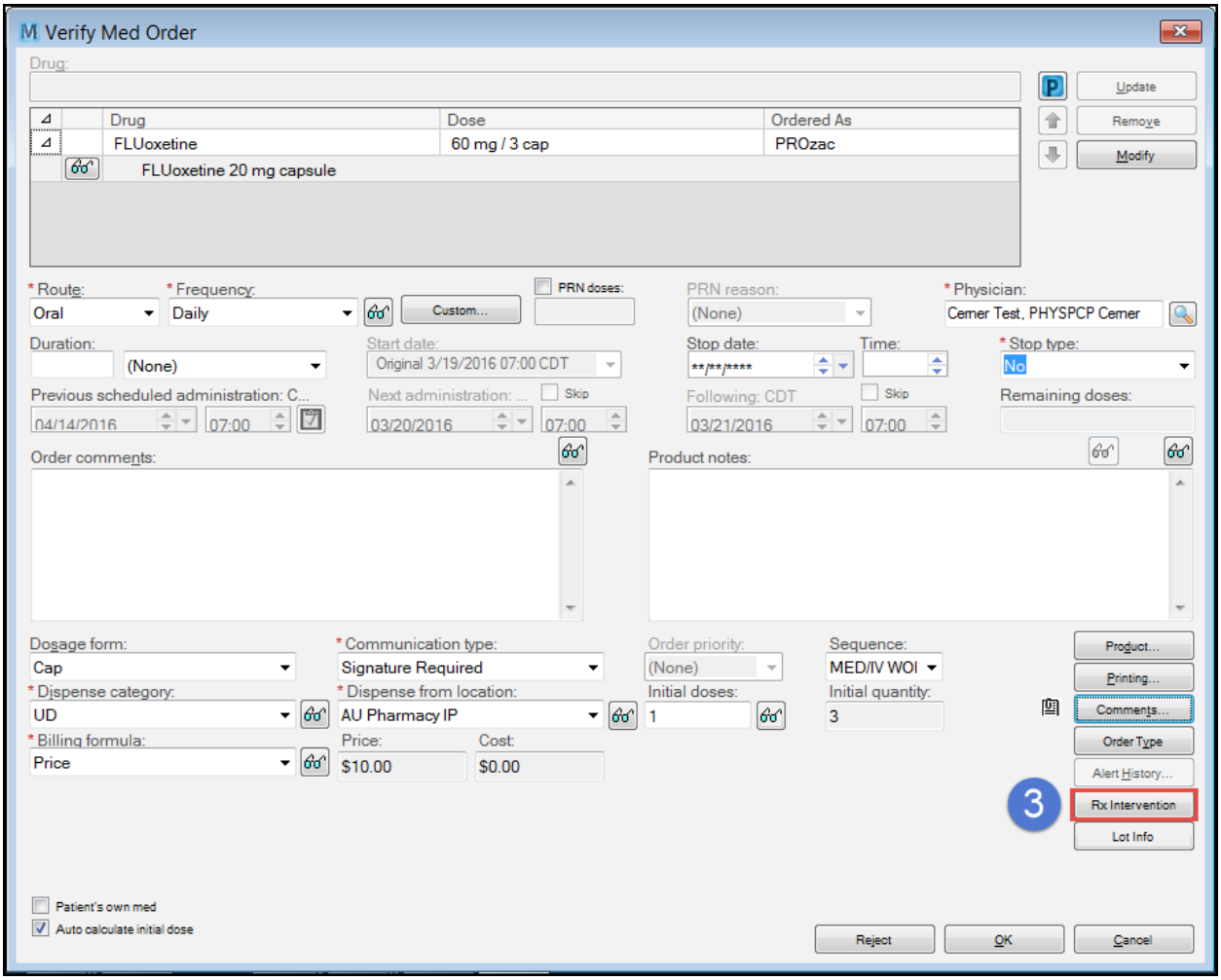


Pharmacy Medication Manager Window: Acute Profile Tab

2. Click **Apply**.

Note ▶ Navigate to this window using the steps in the Process Orders from PowerChart lesson.

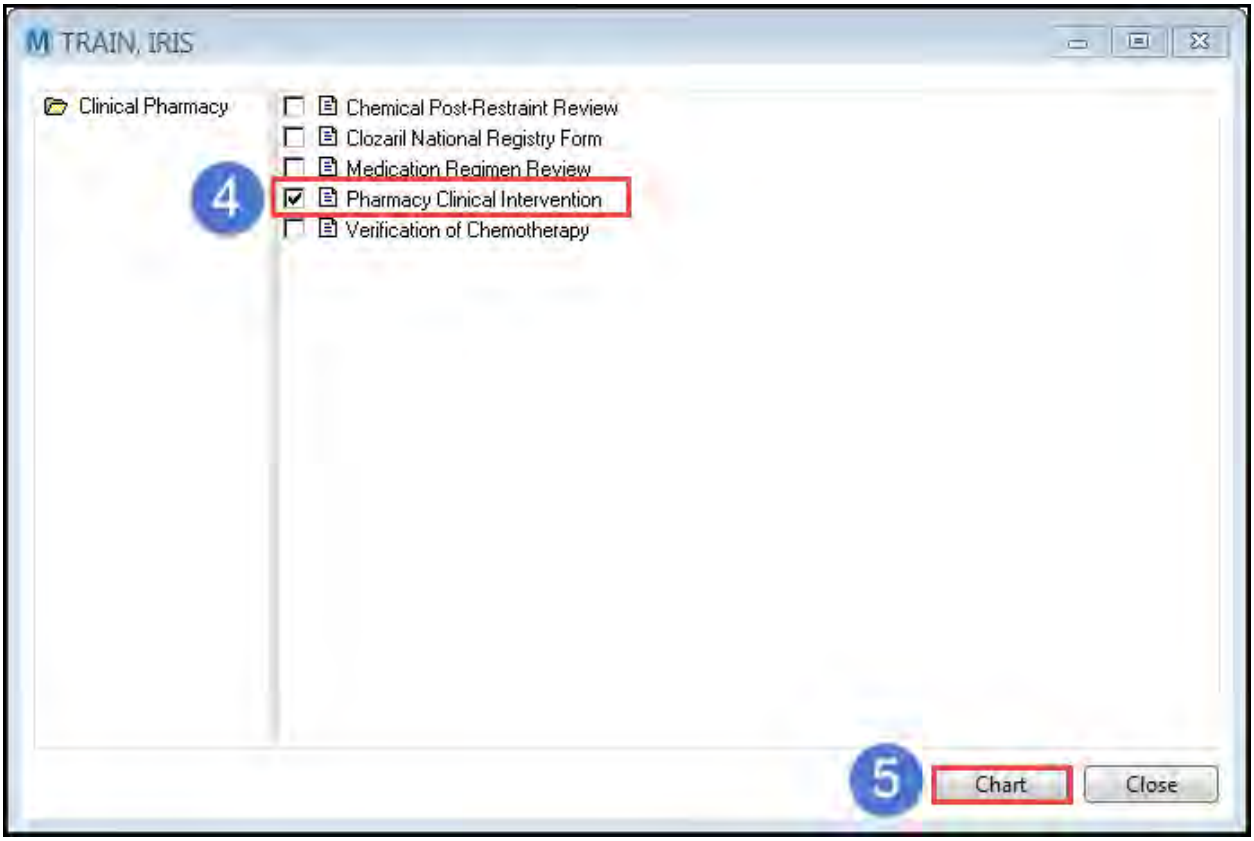
The **Verify Med Order** pop-up window displays.



Verify Med Order Pop-Up Window

3. Click Rx Intervention.

The **AdHoc Forms** pop-up window displays.

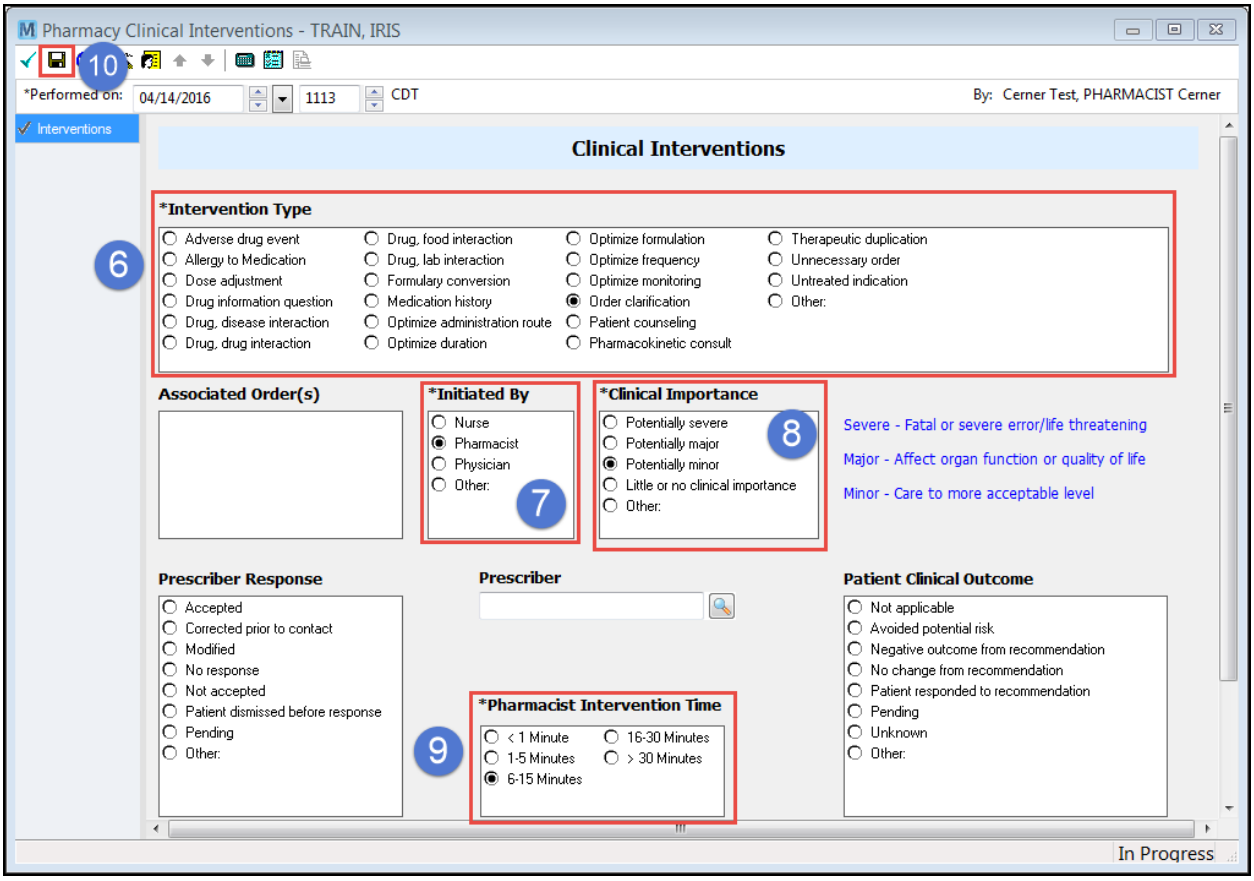


AdHoc Forms Pop-Up Window: Select Pharmacy Clinical Intervention

4. Mark the check box next to Pharmacy Clinical Intervention.
5. Click **Chart**.

> **Note ►** This can also be documented using AdHoc in the resident's chart PowerChart to access the form. Click AdHoc, then select the form and click Chart.

The **Pharmacy Clinical Interventions** form pop-up window displays.

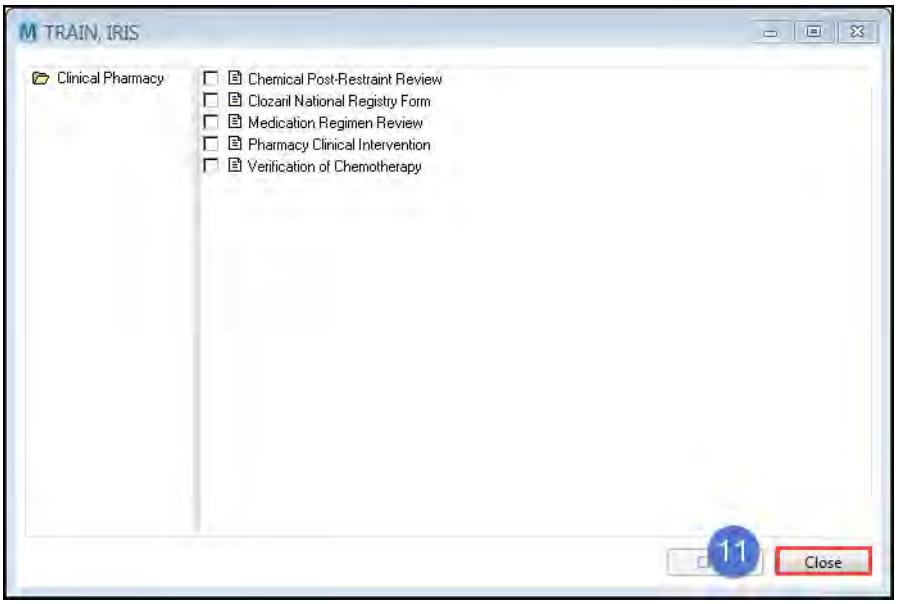


Pharmacy Clinical Interventions Form Pop-Up Window

6. Select the intervention type from the options under **Intervention Type**.
7. Select who initiated the intervention under **Initiated By**.
8. Select the clinical importance under **Clinical Importance**.
9. Select the intervention time under **Pharmacist Intervention Time**.
10. Click the save icon ( ) to save the form.

Note ▶ NOTE - Do not sign the form at this time. The form is signed after speaking with the prescriber.

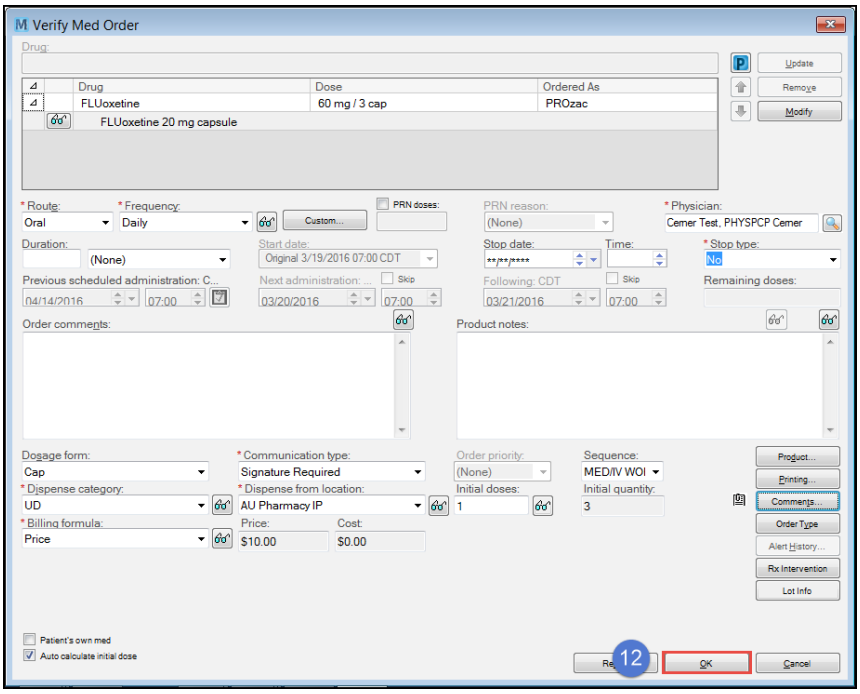
The **AdHoc Forms** pop-up window displays.



AdHoc Forms Pop-Up Window: Click Close

11. Click **Close** to close the **AdHoc Forms** pop-up window.

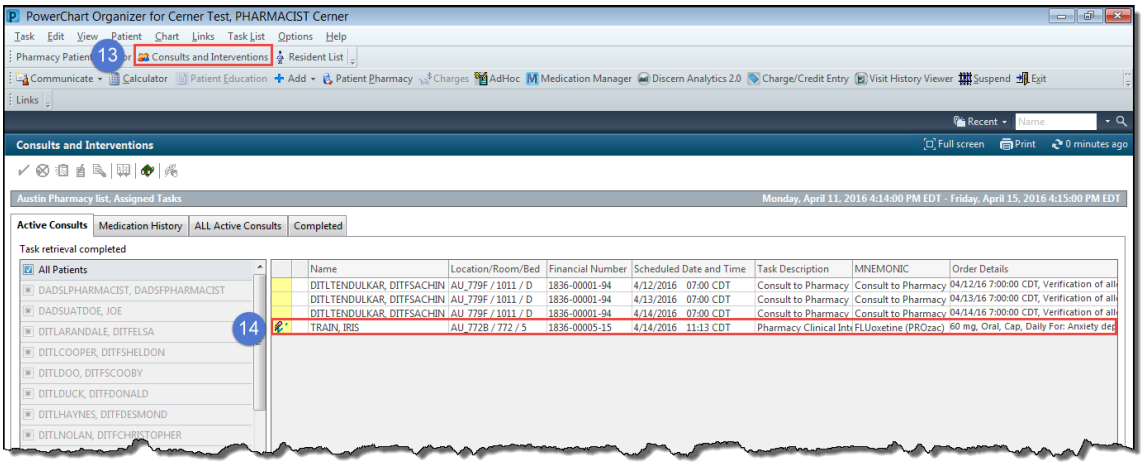
The **Verify Med Order** pop-up window displays.



Verify Med Order Pop-Up Window

12. Click **OK**.

Navigate to the Consults and Interventions window.

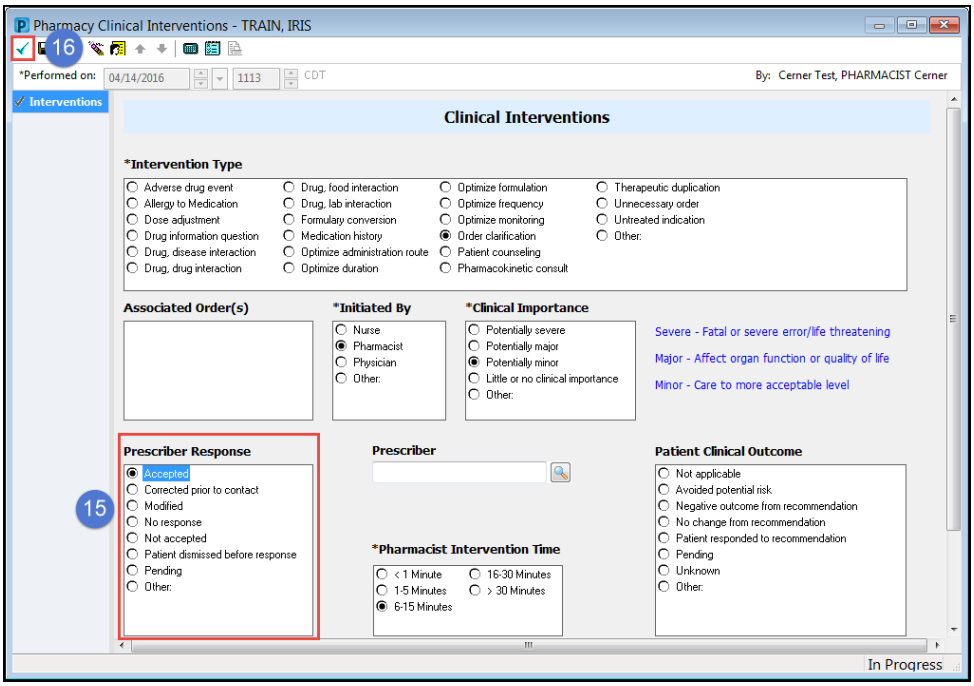


PowerChart: Consults and Interventions

13. From PowerChart, click Consults and Interventions.
14. To update and sign the **Pharmacy Clinical Interventions** form, double-click on the entry in the list.

Note ► The time frame criteria may need to be adjusted for the entry to display.

The **Pharmacy Clinical Interventions** form pop-up window displays.

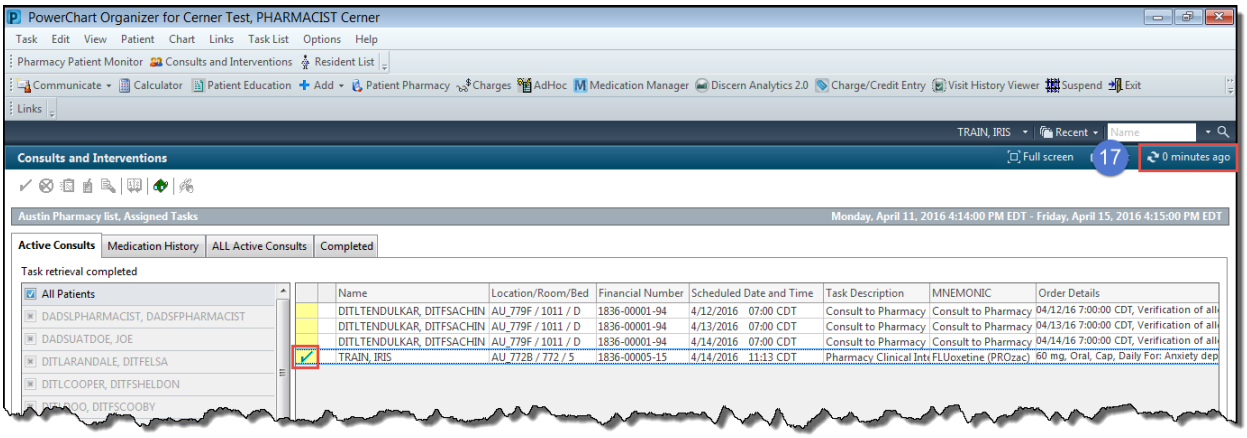


Pharmacy Clinical Interventions Form Pop-Up Window

15. Update the **Prescriber Response** field and any other applicable fields.
16. Click the sign icon (✓) to sign and close the form.

Note ▶ The form can now be accessed through the Forms Browser band on the resident's chart.

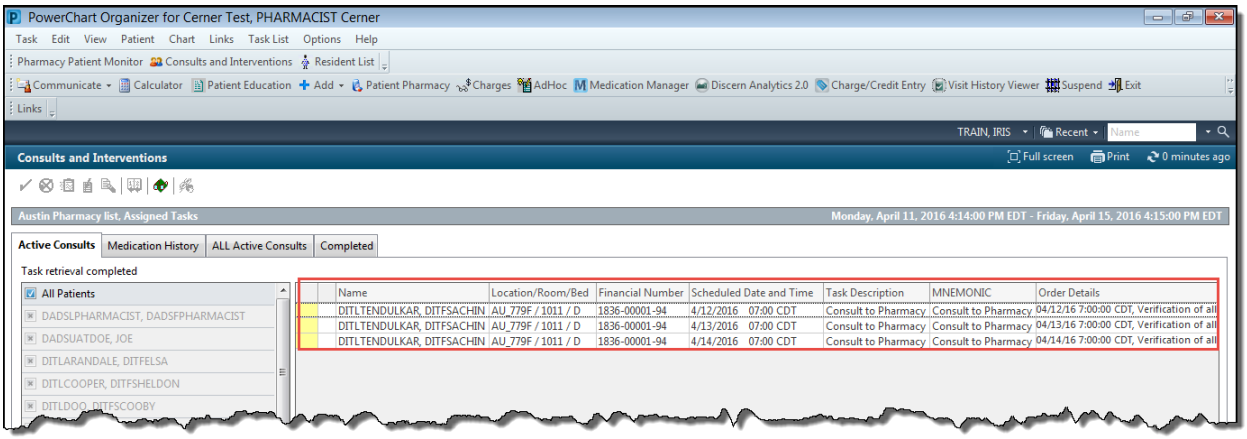
The **Consults and Interventions** window displays with a green check next to the signed entry.



Consults and Interventions: Signed Form

17. Click the refresh icon ( ).

The Consults and Interventions window refreshes.

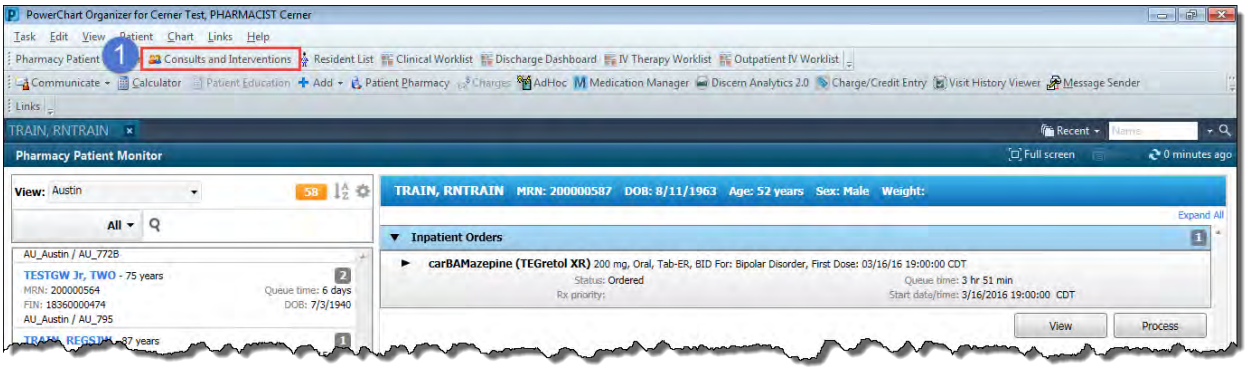


Consults and Interventions Window: Refreshed View

18. The item no longer displays in the list.

Chart Consults

This process begins from the **Pharmacy Patient Monitor** window that displays after you log in to **PowerChart**.

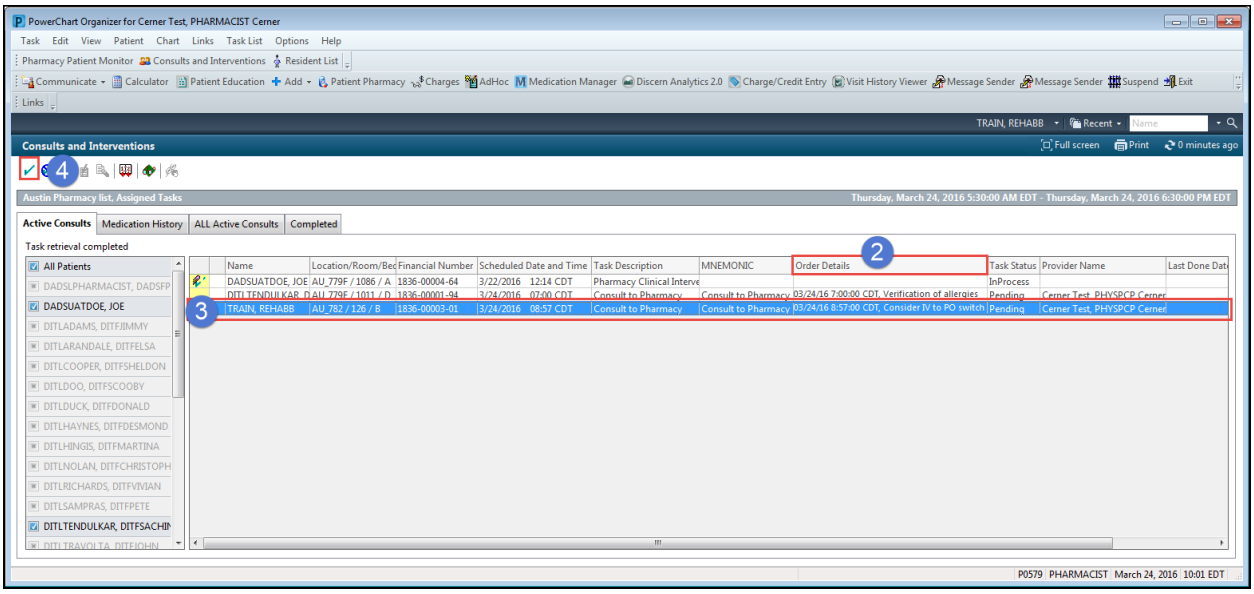


Pharmacy Patient Monitor Window

1. From the **Actions Toolbar**, click Consults and Interventions.

Note ▶ This window should be monitored throughout the day.

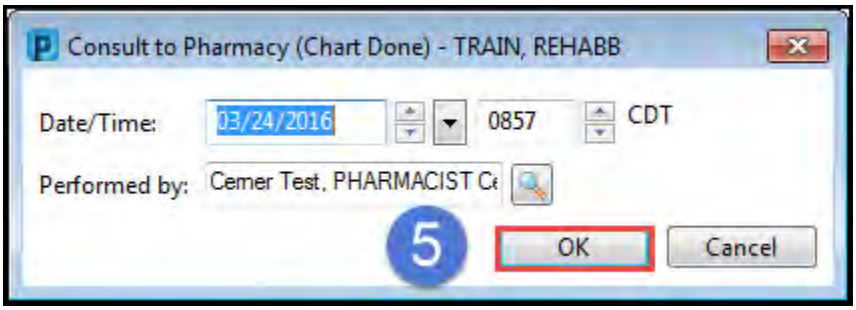
The Consults and Interventions window displays.



Consults and Interventions Window

2. For Consults, the **Order Details** field displays the type of consult requested.
3. Perform the requested consult, then click the resident's name to select the row.
4. Click the sign icon (✓) to indicate that the consult is complete.

The Consult to Pharmacy (Chart Done) pop-up window displays.

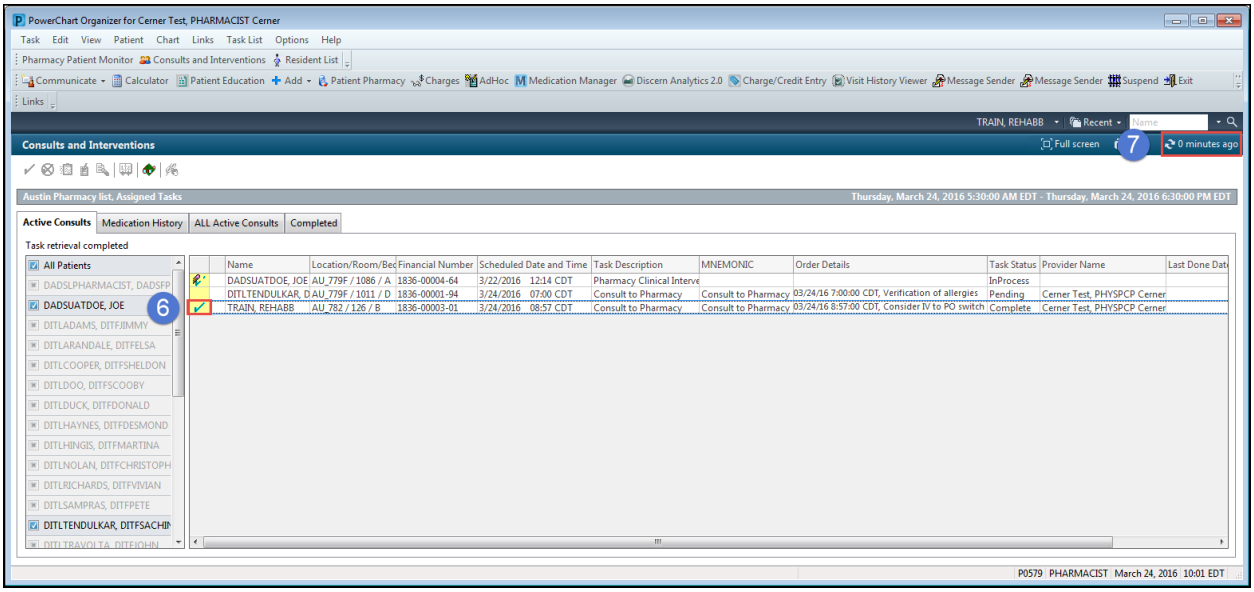


Consult to Pharmacy (Chart Done) Pop-Up Window

5. Click **OK**.

Note ▶ Document on a Progress Note, as applicable.

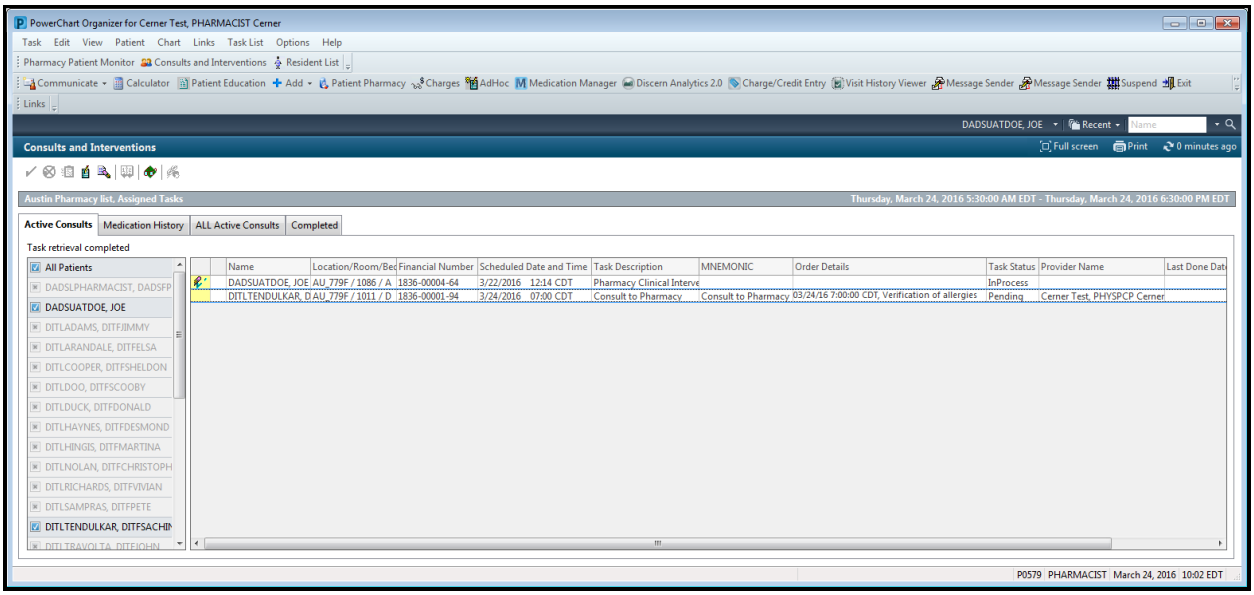
A green check displays next to the completed consult.



Consults and Interventions Window: Consult Complete Indicator

6. A green check mark icon (✓) displays next to the completed consult.
7. Click the refresh icon ( ).

The Consults and Interventions window refreshes.



Consults and Interventions Window: Refreshed

8. The completed consult no longer displays.

Consults and Interventions Task List Icons

The following table is a list of the icons encountered in the Consults and Interventions window.

Status	Description
	A task in a Pending status.
	A task in a Pending status that cannot be Quick Charted or Done charted.
	A task in a Canceled/Discontinued status.
	A task in a Complete status.
	A task that was completed as Chart Not Done.
	A task in an In Process status.
	A task in an Overdue status.
	A task in an Overdue status that cannot be Quick Charted or Quick Charted as Done.
	A task in a pending Validation status.

Exercises

1. Sort queue by Name. Next sort by queue time and then start date.
2. Search for a resident with the last name of **Train** and record the number of results.
3. Record how many priority orders are in the queue.
4. Access your assigned resident's chart and record any reported allergies.

ADHOC CHARTING (FORMS)

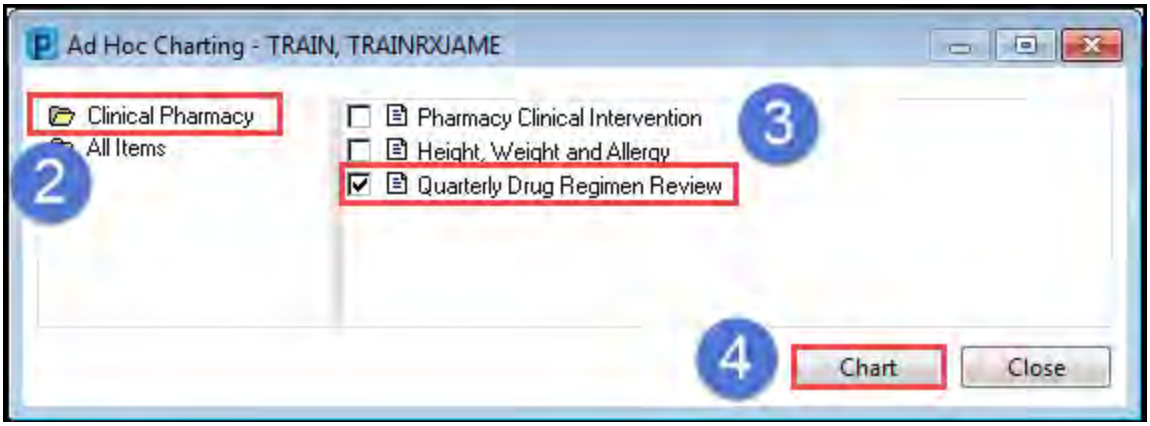
Quarterly Drug Regimen Review

Navigate to the **AdHoc Charting** pop-up window.

Navigate to AdHoc Charting Pop-Up Window

1. Click **AdHoc**.

The **AdHoc Charting** pop-up window displays.

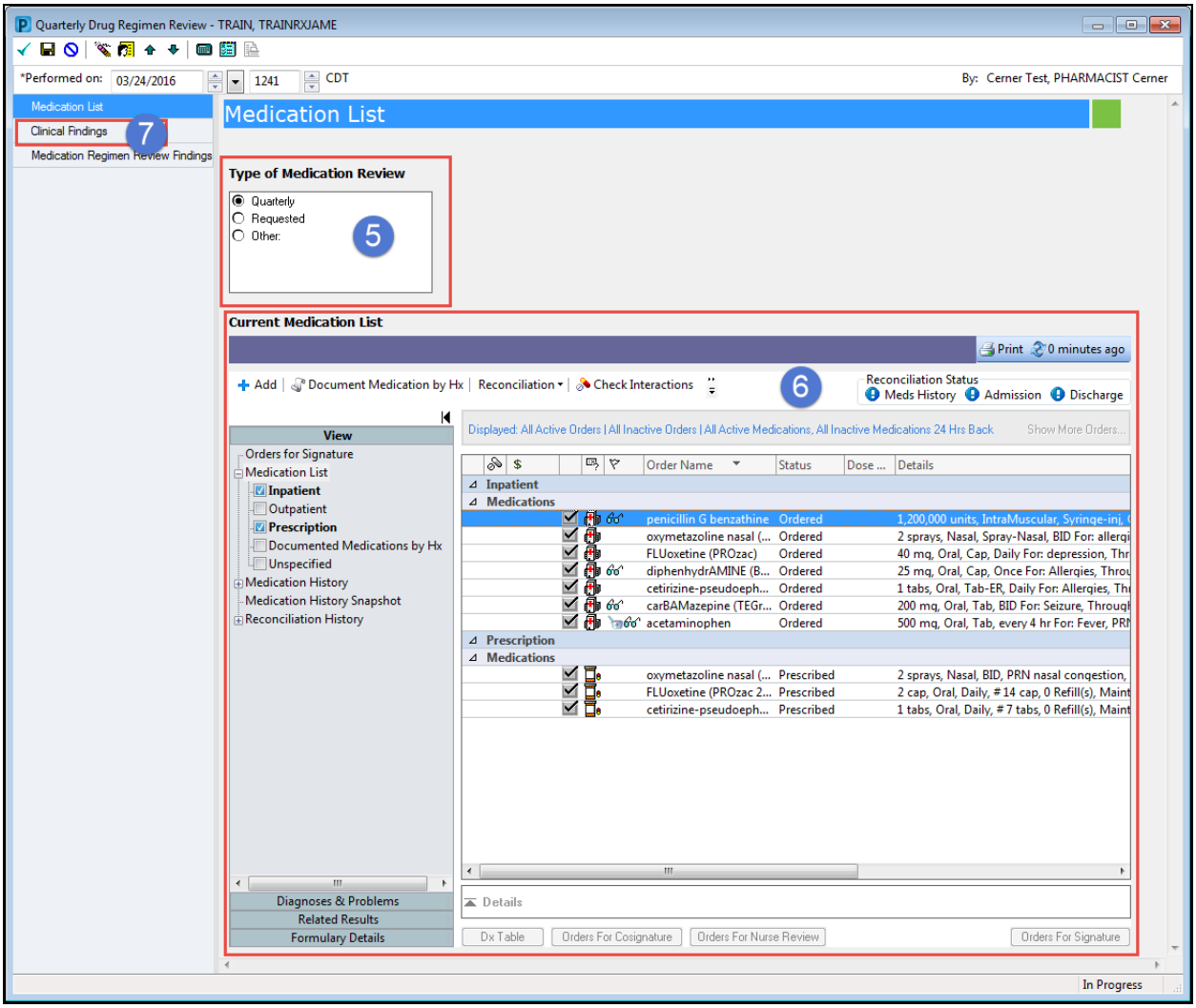


AdHoc Charting Pop-Up Window

2. Click the **Clinical Pharmacy** folder.
3. Mark the check box next to **Quarterly Drug Regimen Review**.
4. Click **Chart**.

> **Note ►** After the first Quarterly Drug Regiment Review is created, the data entered will flow into the form that is created during the next review.

The **Quarterly Drug Regimen Review** form pop-up window displays.



Quarterly Drug Regimen Review Form Pop-Up Window

5. Select the **Type of Medication Review**.
6. Review the Current Medication List.
7. Click the **Clinical Findings** band.

The Clinical Findings band of the Quarterly Drug Regimen Review form displays.

Quarterly Drug Regimen Review - TRAIN, TRAINRXJAME

*Performed on: 03/24/2016 1241 CDT By: Cerner Test, PHARMACIST Cerner

Medication List
Clinical Findings
Medication Regimen Review Findings
9

Clinical Findings

Assessment of Drug Regimen

Is polypharmacy present? Comment:
Yes
No

Delivery device, dose, frequency, and route of administration are appropriate? Comment:
Yes
No

Patient is free of potential interactions (drug, food, diagnostic test, or disease (or compensated))? Discussion of interactions:
Yes
No

Monitoring and evaluation of drug effectiveness, side effects, toxicity, or adverse effects is appropriate?
Yes
No

Does resident receive psychotropic medications?
Yes
No

Pharmacotherapy appears appropriate at this time and is consistent with the Medication Audit Criteria and Guidelines, Exhibit A, Prescribing of Psychotropic Medication, Mental Retardation Facilities, Chapter 405, Subchapter B?
Yes
No

Lab Monitoring

Segoe UI 9

Side Effect Monitoring

MOSES Required Yes No Testing Date: Score:

Comment:

AIMS Required Yes No Testing Date: Score:

Comment:

Quarterly Drug Regimen Review Form: Clinical Findings (continues below)

AIMS Required ○ Yes ○ No Testing Date: Score:

Comment:

Anticholinergic Burden

Segoe UI 9

Benzodiazepine Use

Segoe UI 9

Metabolic Syndrome

- ☐ Waist Circumference (Males: greater than 40 in, Females: greater than 35 in, Pediatrics: greater than or equal to 90th percentile)
- ☐ Triglycerides (greater or equal to 150mg/dl, or treated)
- ☐ HDL (males less or equal to 40mg/dl, females less or equal to 50mg/dl, or treated)
- ☐ Fasting blood glucose (greater or equal to 100mg/dl, or treated)
- ☐ Blood pressure (greater or equal to 130/85, or treated for hypertension)

Comments:

Additional Notes

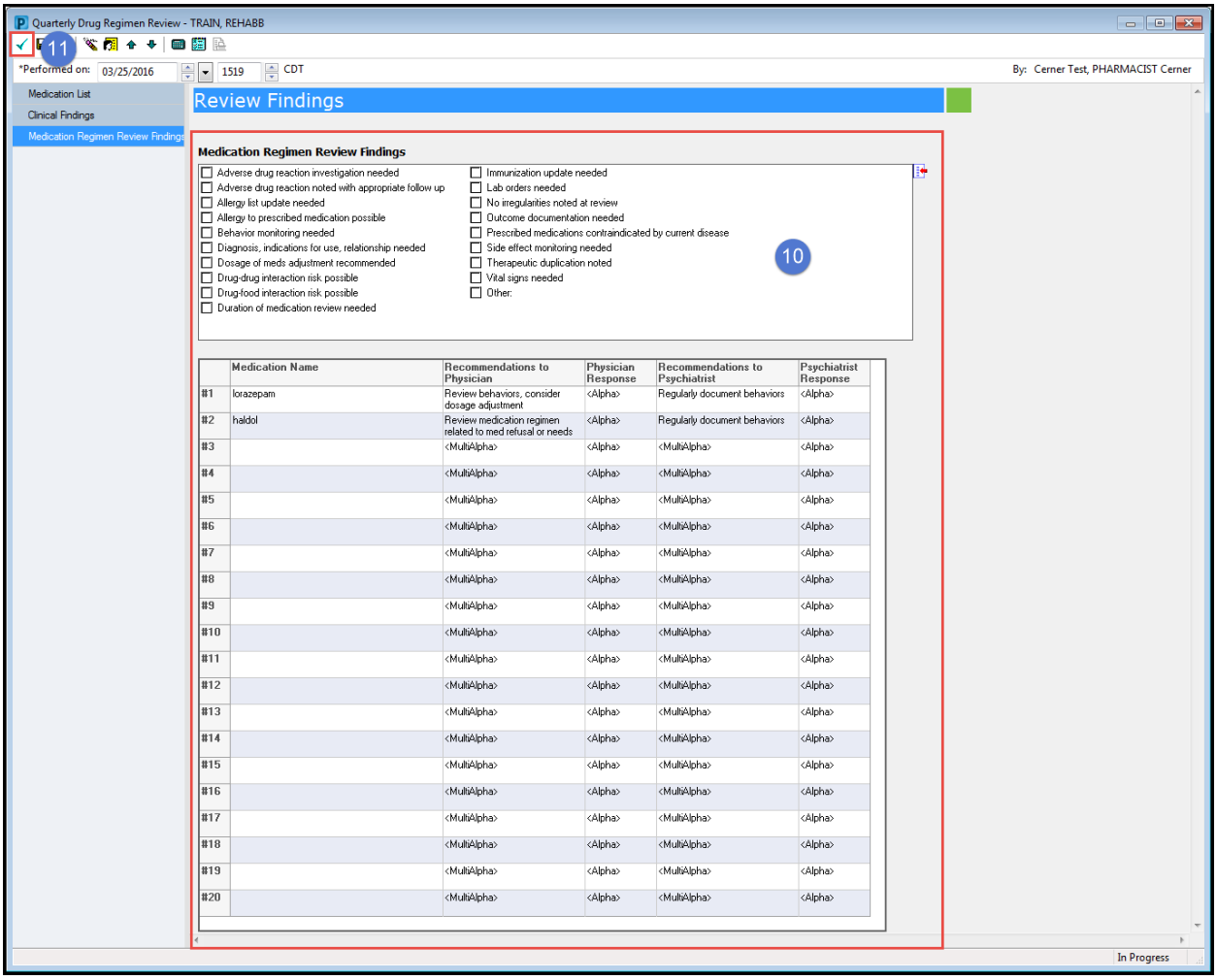
Segoe UI 9

In Progress

Quarterly Drug Regimen Review Form: Clinical Findings (continued)

8. Complete all fields that apply.
9. Click the **Medication Regimen Review Findings** band.

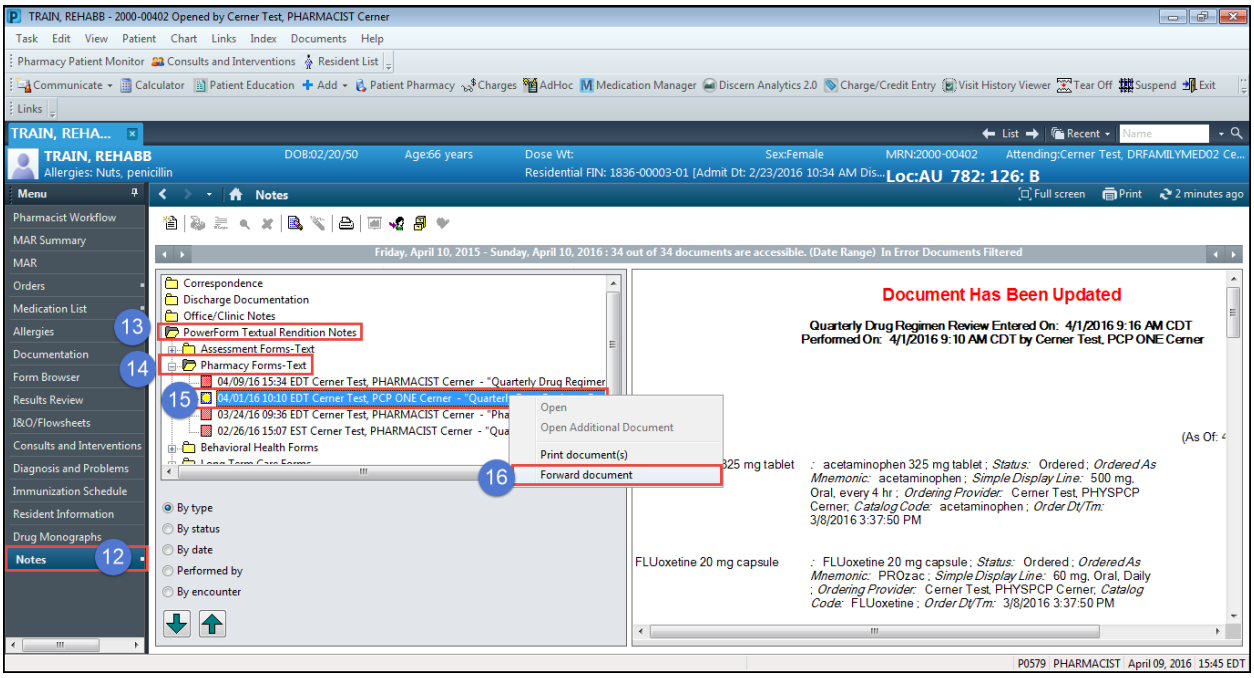
The Medication Regimen Review Findings band of the Quarterly Drug Regimen Review form displays.



Quarterly Drug Regimen Review Form: Medication Regimen Review Findings

10. Make recommendations in the **Recommendations to Physicians** field. Click **<MultiAlpha>** to view selections.
11. After all three bands of the form are complete, click the sign form icon (✓) to sign the form.

Navigate to the Notes window.



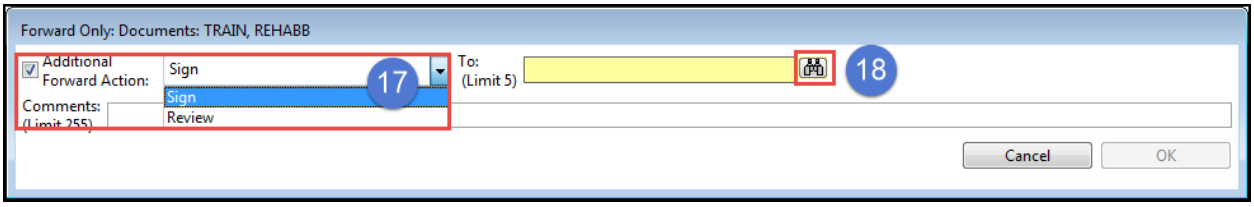
Notes Window

12. Click **Notes** on the chart **Menu**.
13. Expand the **PowerForms Textual Rendition Notes** folder.

> **Note ▶** The PowerForms Textual Rendition Notes folder is only visible when sorting Notes by type.

14. Expand the Pharmacy Forms – Text folder.
15. Right-click on the form to forward.
16. Select **Forward document** from the drop-down menu.

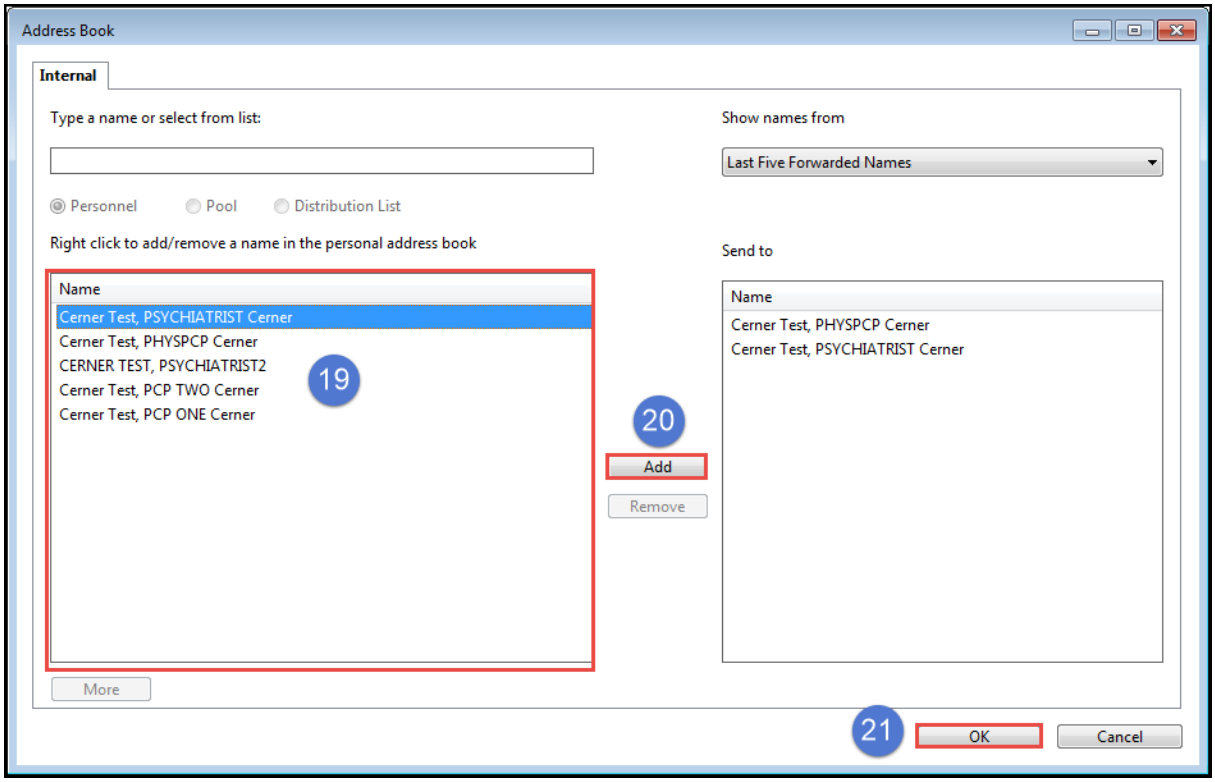
The **Forward Only: Documents** pop-up window displays.



Forward Only: Documents Pop-Up Window

17. Select **Sign** from the **Additional Forward Actions** drop-down menu.
18. Click the binoculars icon ( ) to select recipients.

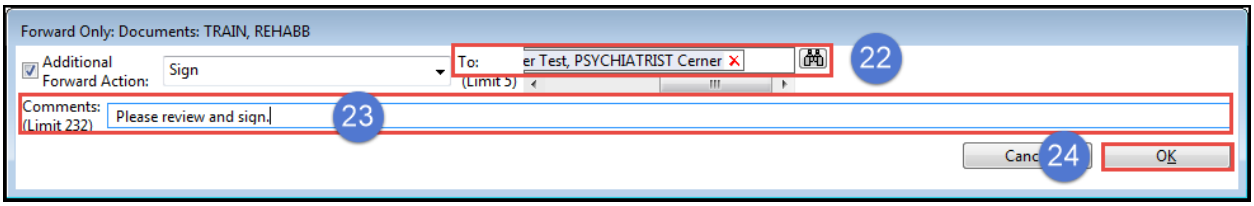
The **Address Book** pop-up window displays.



Address Book Pop-Up Menu

19. Select recipients from the **Names** list.
20. Click **Add** to add the recipients to the **Send** to list.
21. Click **OK**.

The **Forward Only: Documents** pop-up window displays.



Forward Only: Documents Pop-Up Window

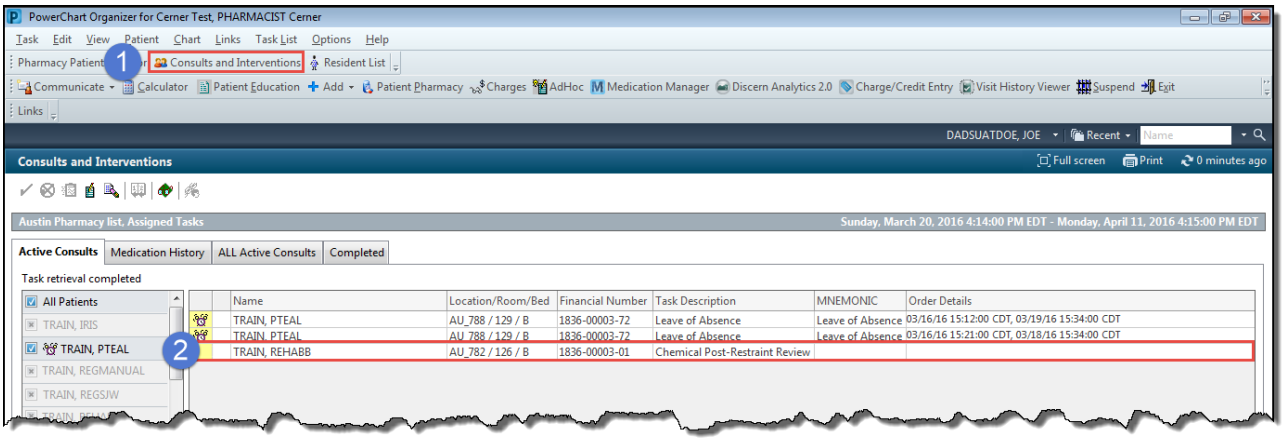
22. The recipients display in the **To** field.
23. Type in the **Comments** field, if applicable.
24. Click **OK** to send the form for signature.

Note ▶ After the form is signed, it is accessed through Form Browser.

Chemical Post-Restraint Review

When Restraint Crisis Intervention Chemical order set is initiated, a task to complete the Chemical Post-Restraint Review form displays in Consults and Interventions.

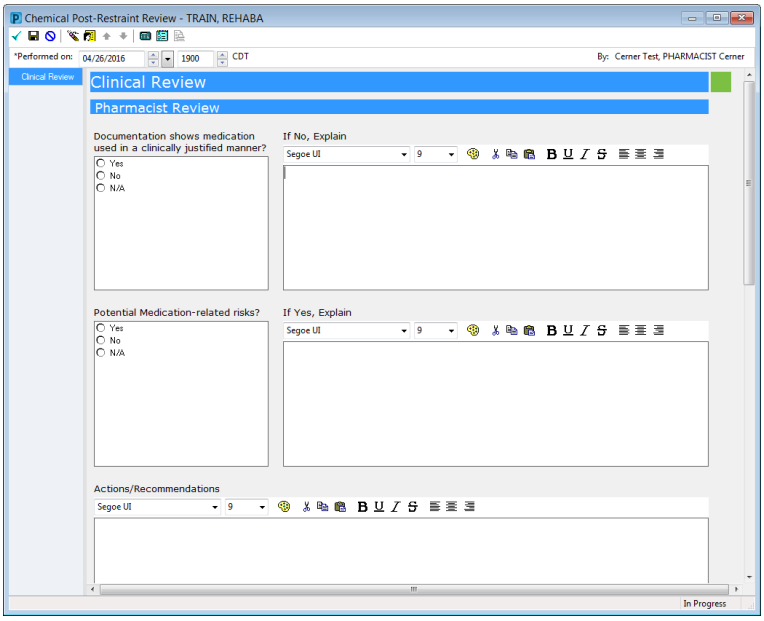
The Consults and Interventions window displays.



Consults and Interventions Window

1. From the Actions Toolbar, click **Consults and Interventions**.
2. Double-click on a Chemical Post-Restraint Review entry.

The **Chemical Post-Restraint Review** form pop-up window displays.



Chemical Post Restraint Review Form Pop-Up Window

3. Complete the **Pharmacist Review** fields.
4. After the form is complete, click the sign form icon (✓) to sign the form.

MEDICATION ORDER ENTRY

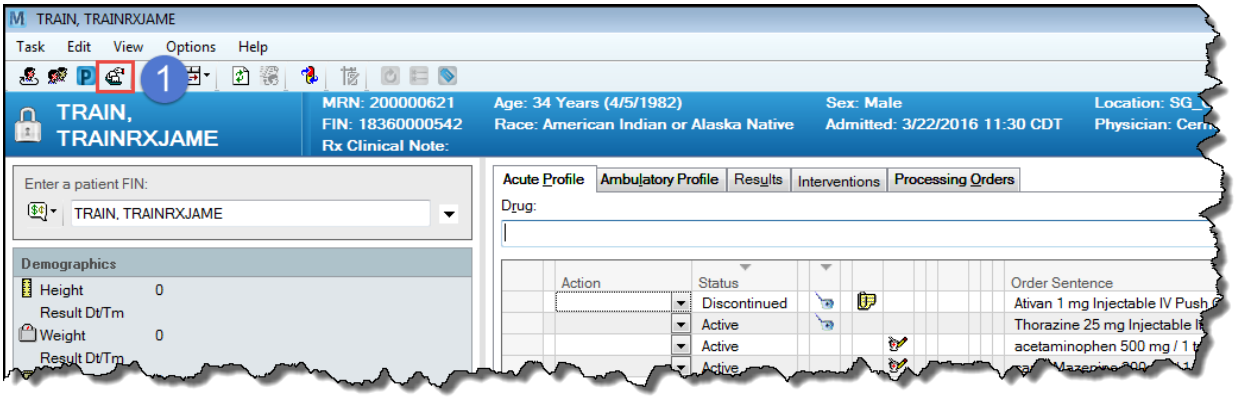
In this section, you will learn the functionality to review resident medication profiles and process new medication orders.

Objectives

- Review medication profiles for residents
- Add a new medication
- Process alerts and perform overrides

View Clinical Notes in Medication Manager

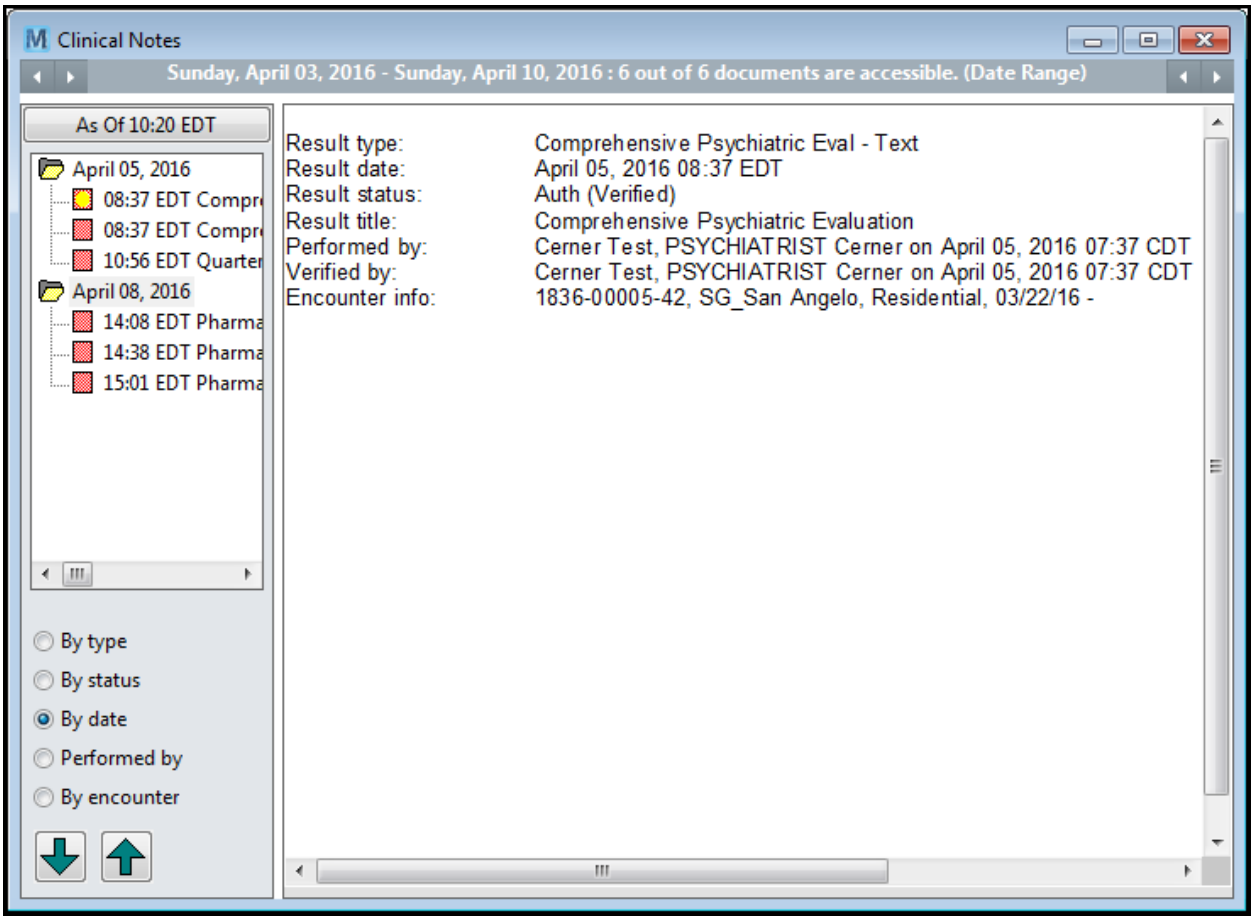
Navigate to the **Clinical Notes** pop-up window from **Medication Manager**.



Medication Manager

1. From **Medication Manager**, click the Rx Clinical Note icon ( )

The Clinical Notes pop-up window displays.



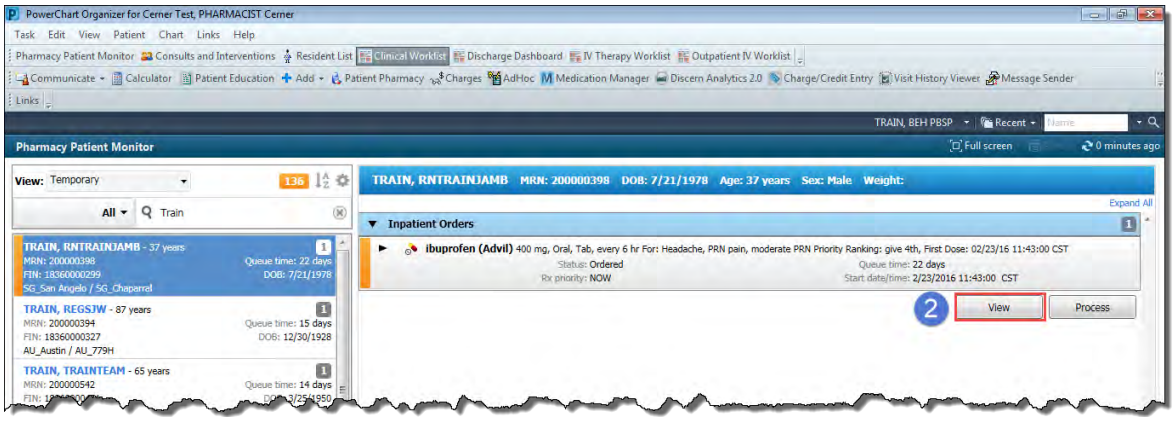
Clinical Notes Pop-Up Window

2. Use the folders on the left to navigate the clinical notes. Double-click the note to view the note on the right side of the window.

Review Resident Medication Profile

1. From the **Pharmacy Patient Monitor** window, click the resident's name.

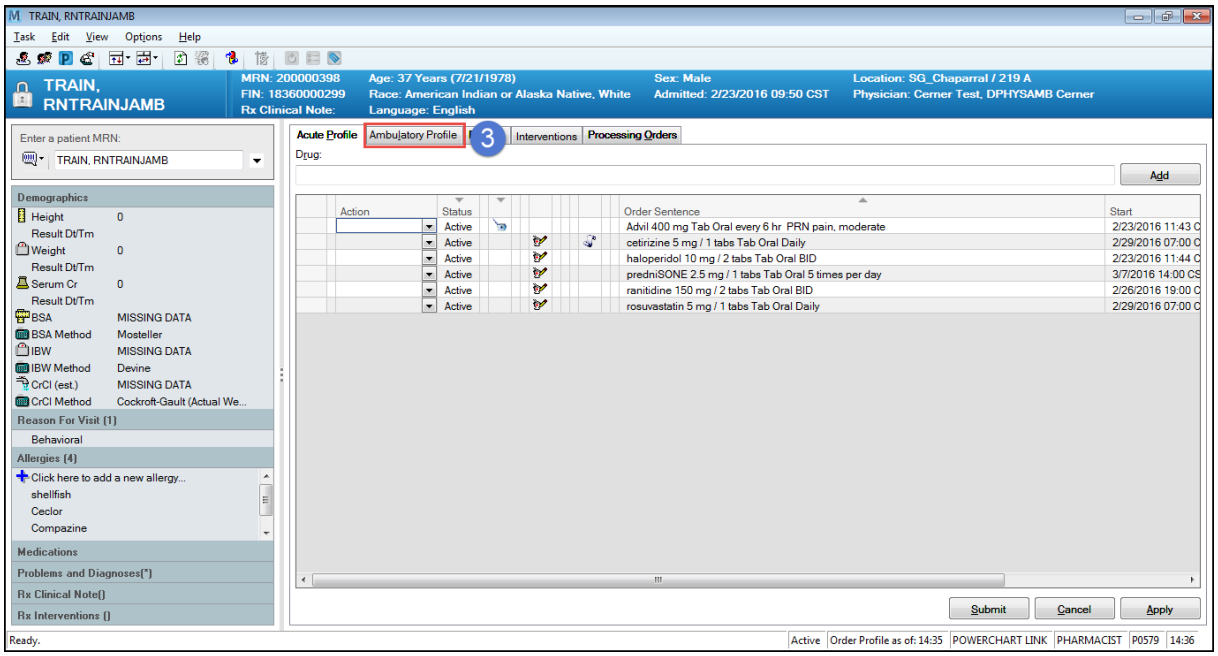
   - Orders for the resident display in the **Inpatient Orders** area.



Pharmacy Patient Monitor: Inpatient Orders

2. Click **View** under the resident's information.

   - **Pharmacy Medication Manager** opens in a new window to display the resident's **Acute Profile**. This tab displays medications that are filled using Medication Manager to be administered to the resident within the facility.



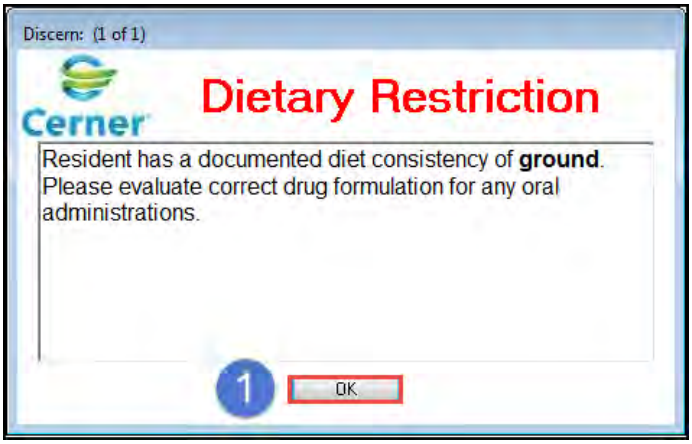
Pharmacy Medication Manager: Acute Profile

3. Click the **Ambulatory Profile** tab at the top of the window to view the resident's ambulatory medication profile. This tab displays medications that are filled through Pharmacy Medication Manager Retail as prescriptions for residents who plan to be outside the facility for a period of time.

> **Note ▶** This is for reference only in Pharmacy Medication Manager. Use Medication Manager Retail to take action on these items.

Address Alerts

If a resident has a known dietary restriction that could impact the fulfillment of the prescription, a **Discern** alert pop-up window displays after you select the resident.



Discern Alert Pop-up Window

1. Click **OK** to acknowledge and dismiss the alert.

If the ordered medication could cause danger to the resident, such as an interaction with another medication, the **Medication Clinical Decision Support (mCDS)** pop-up window displays at the beginning of the process with an alert dialogue message.

> **Note ▶** The window displays separate categories of alerts: **Allergy**, **Drug/Drug**, and **Duplicate Therapy**. The category or categories that pertain to that specific alert will have additional information in the respective section.

ZZZTEST, CONNER - 2000-00458

100%

Medication Clinical Decision Support (mCDS) (Collapse All)

ZZZTEST, CONNER - 2000-00458

The order was created with the following alerts:

potassium chloride 50 mEq + IV Diluent Fluid 25 mL (potassium chloride for central IV 50 mEq + IV Diluent Fluid 25 mL) 100 mL/hr, IV Drip (Inpatient)

Allergy

No drug allergies were found for potassium chloride 50 mEq + IV Diluent Fluid 25 mL (potassium chloride for central IV 50 mEq + IV Diluent Fluid 25 mL).

Drug/Drug (2)

DC	Severity	Medication	Details	Status	Interaction Information	Reason
☐	Major-Contraindicated	diphenhydrAMINE (Benadryl)	50 mg, Oral, Once	Ordered 04/05/16 10:38	potassium chloride-diphenhydrAMINE	Previous: Prescriber Clinical Judgment Accept Previous Ov
☐	Major-Contraindicated	diphenhydrAMINE	25 mg, IV Push, every 6 hr, PRN: itching	Ordered 04/06/16 16:18	potassium chloride-diphenhydrAMINE	Previous: Prescriber Clinical Judgment Accept Previous Ov

Duplicate Therapy

No duplicates were found for potassium chloride 50 mEq + IV Diluent Fluid 25 mL (potassium chloride for central IV 50 mEq + IV Diluent Fluid 25 mL).

Apply to all interactions
Apply only to required interactions
Apply only to selected

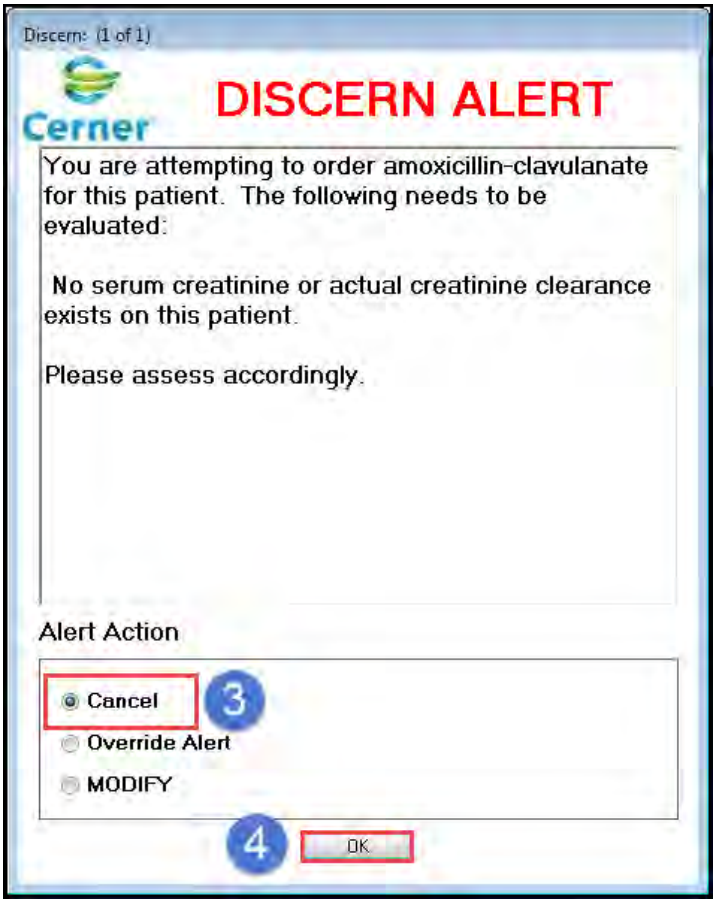
Override Reason
Select Override Reason

ZZZTEST, CONNER - 2000-00458 Continue Stop Verify Action

Medication Clinical Decision Support (mCDS)

2. To avoid verifying the action, click **Stop Verify Action** on the bottom of the window. The order status remains unverified.

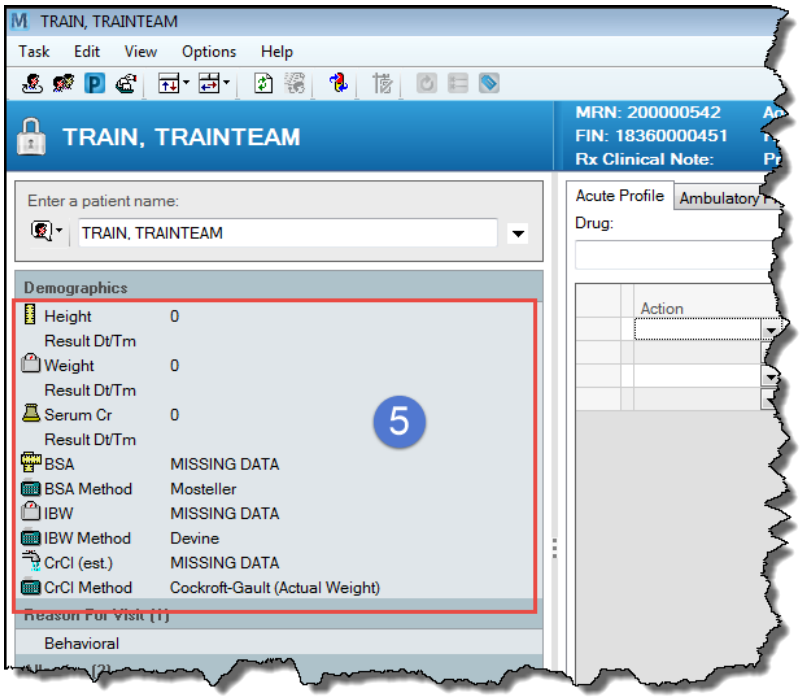
- If a resident's height, weight or creatinine level is missing, a **Discern** alert pop-up window.



Discern Alert Pop-Up Window

3. To cancel the transaction until you have the appropriate data, click **Cancel**.
4. Click **OK**.

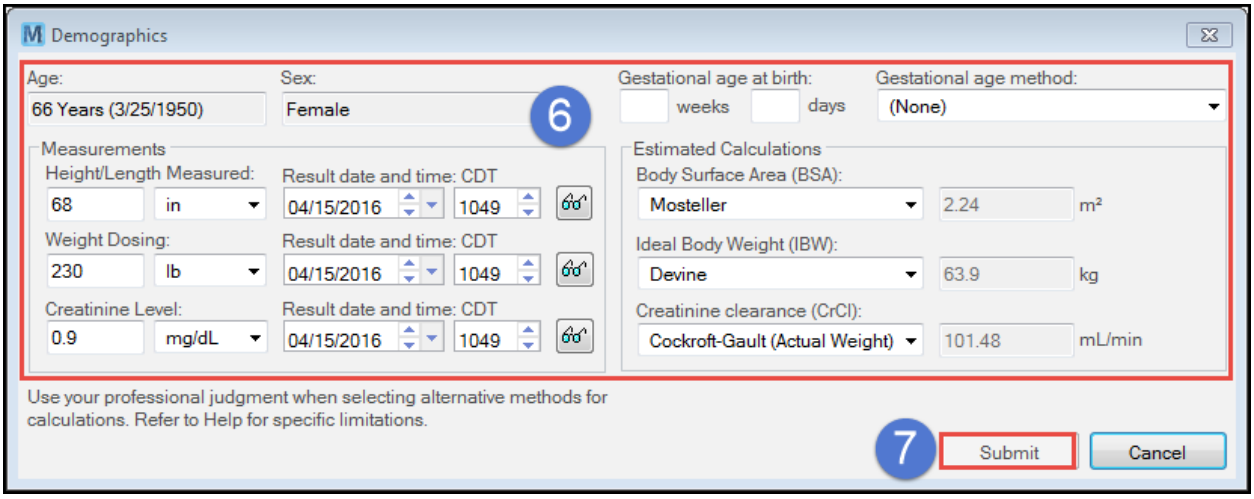
The Medication Manager window displays again.



Medication Manager Window.

5. Click in the **Demographics** area on the left of the window.

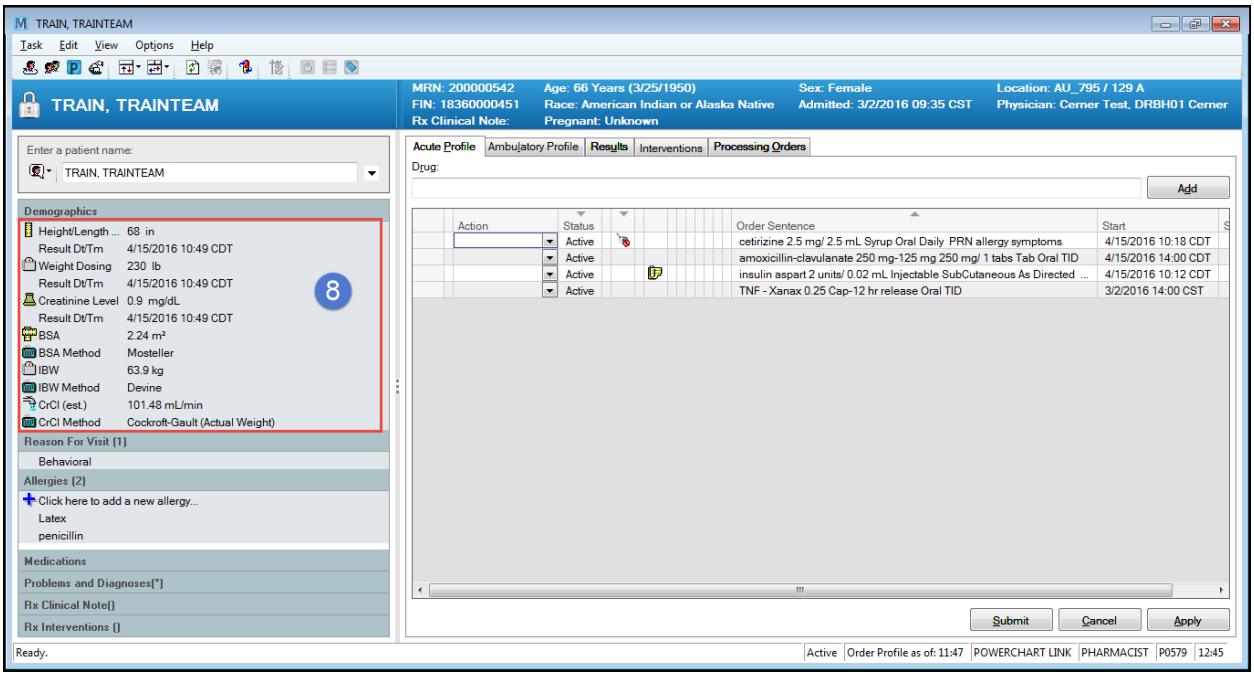
The Demographics pop-up window displays.



Demographics Pop-Up Window

6. Update the appropriate information.
7. Click **Submit**.

The **Medication Manager** window displays the updated information.



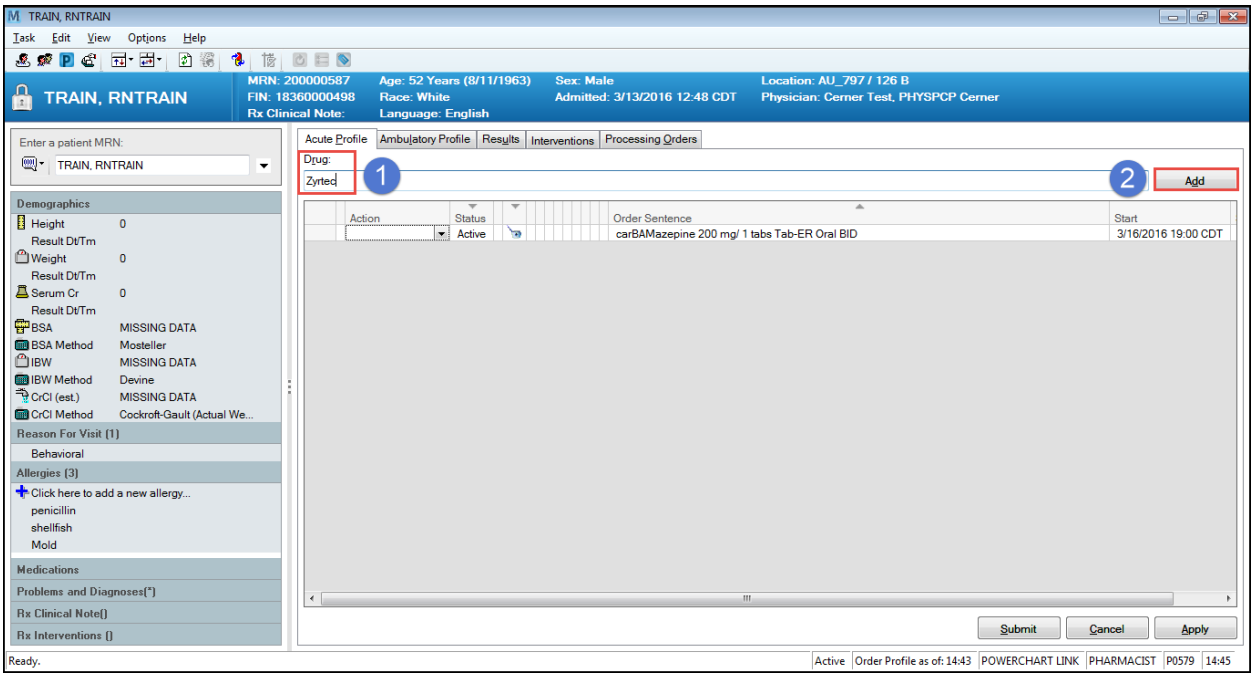
Medication Manager Window: Updated

8. The updated information displays.

Select Product and Dosage

> **Note ▶** A stacked formulary indicates all National Drug Codes (NDCs) are added under one database entry that represents a generic formulation of a drug. A stacked formulary is the opposite of an 'un-stacked' formulary where there is a database entry for every NDC.

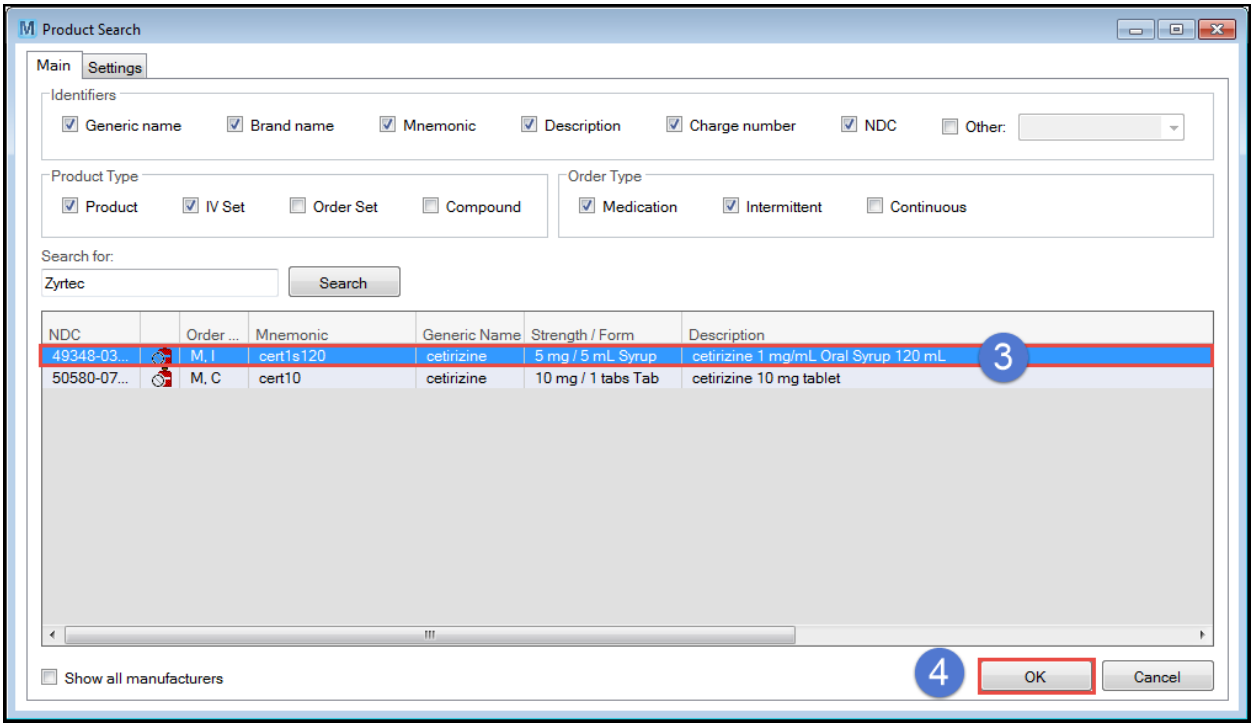
Begin at the Medication Manager window



Pharmacy Patient Monitor: Inpatient Orders Window

1. Enter the medication name in the **Drug** field at the top of the **Acute Profile** window in **Pharmacy Medication Manager**.
2. Click **Add**.

The **Product Search** pop-up window displays with a list of potential search matches.



Product Search Pop-Up Window

Note ▶ Use the additional search features to narrow the search.

3. Select the row with the desired drug, dosage and form.
4. Click **OK**.

The **New Med Order** pop-up window displays.

New Med Order Pop-Up Window

Note ▶ The yellow highlighted fields are required fields to complete.

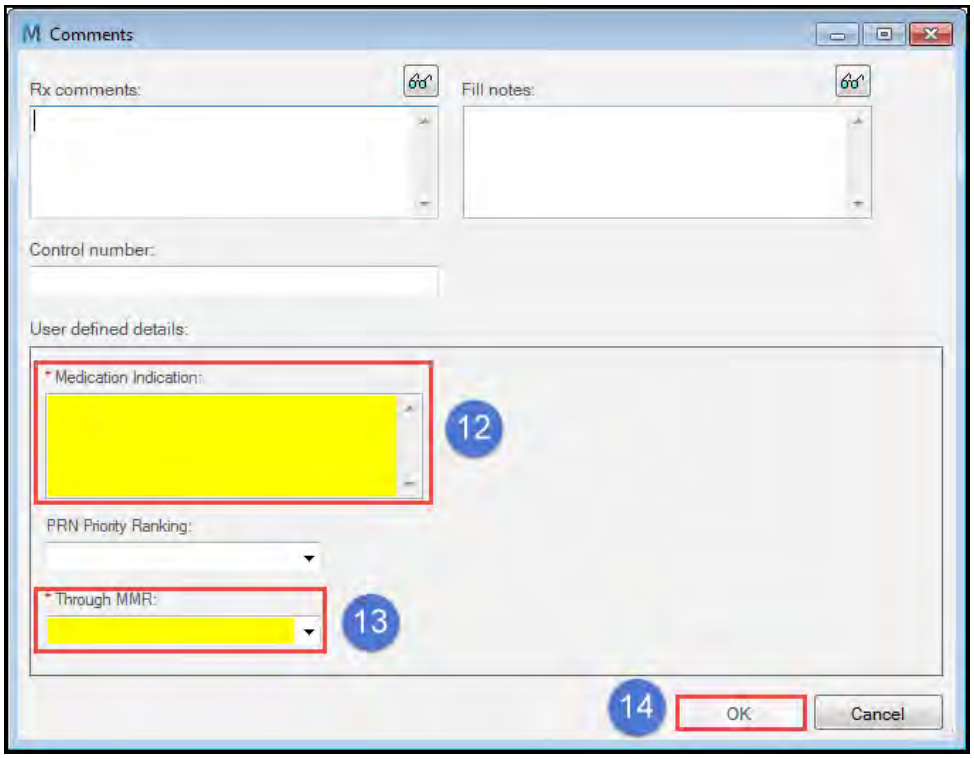
5. Click **Update** to type information into the fields on the window. Most fields are populated based upon the product requested and can be updated in the pop-up window if necessary. The following fields require input from the pharmacist.
6. **Frequency** – how often the mediation is to be administered

Note ▶ Pharmacy Medication Manager does not allow users to build custom frequencies; however, users can customize the times on an existing frequency.

7. **Physician** – the name of the provider requesting the order
8. **Start Date** – the date and time to begin the first dose
9. **Communication type** – method of communication used by the provider to request the order.
10. **Dispense category** – how the medication is dispensed such as **BULK**
11. Click **Comments** to provide additional details regarding the prescription.

> **Note ▶** Order Comments and Product Notes print on the label and display in Order History.

The **Comments** pop-up window displays.



Comments Pop-Up Window

12. Type the indication in the **Medication Indication** field.
13. Select **No** or **Yes** from the **Through MMR** drop-down menu and type information in other fields if needed.

> **Note ▶** **Rx Comments** are only visible within Medication Manager and cannot be viewed in any other application. Anything typed in the **Fill Notes** field will be printed on the fill list.

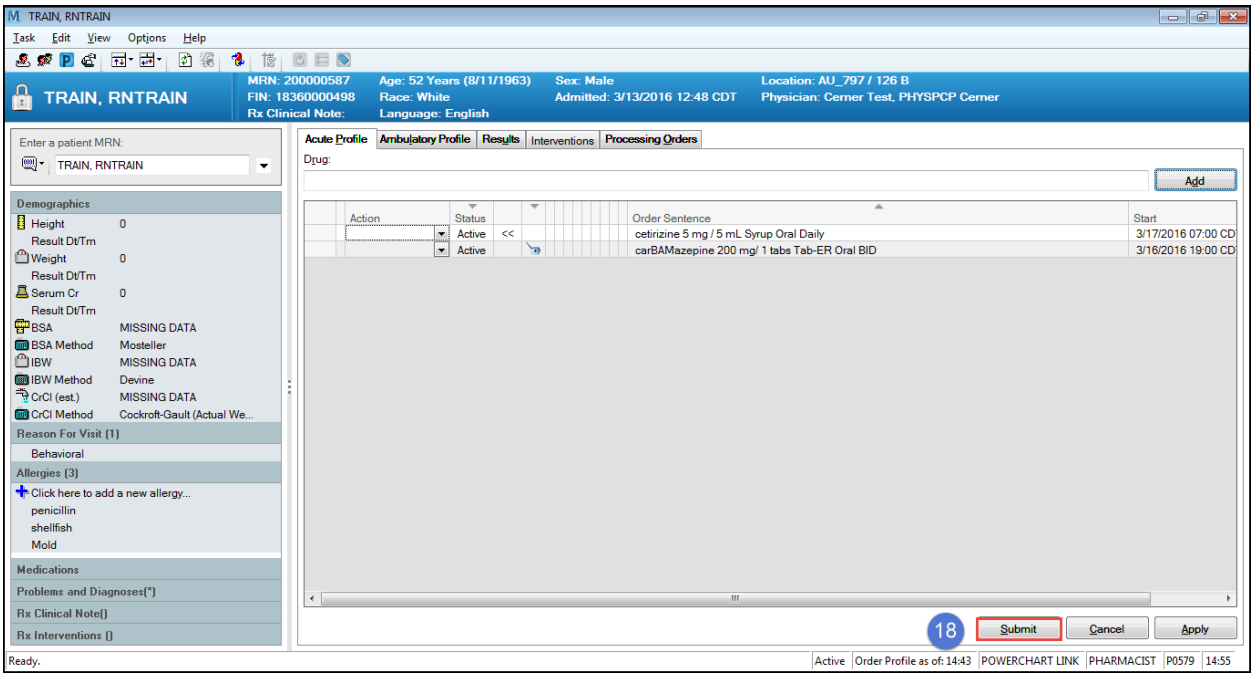
14. Click **OK** to close the **Comments** pop-up window.

The **New Med Order** window displays.

New Med Order

15. Mark the check boxes on the bottom left of the **New Med Order** window to indicate if this is the resident's own medication (from home) and/or if the initial dose should be auto calculated.
16. Verify Dispense Category, Dispense Location and Initial Doses.
17. Click **OK**. The **New Med Order** window closes.

The Pharmacy Medication Manager window displays.

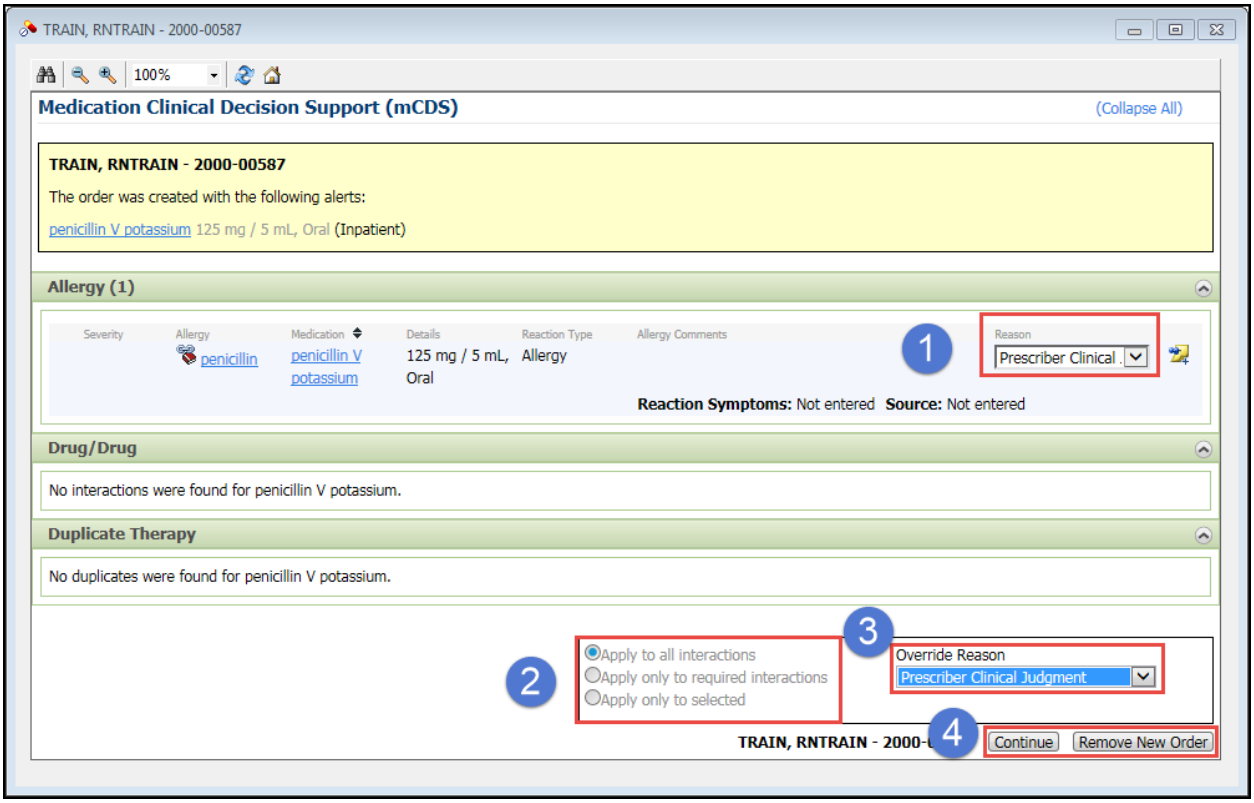


Pharmacy Medication Manager

18. From the **Pharmacy Medication Manager**, click **Submit** to submit the order. After the order is submitted, the label will print.

Perform Overrides

The Medication Clinical Decision Support (mCDS) pop-up window



Medication Clinical Decision Support (mCDS): Overrides

1. If an override is warranted for an alert based on medical necessity as decided by the pharmacist, from the **Medication Clinical Decision Support (mCDS)** pop-up window, select the reason from the **Reason** drop-down menu for each potential issue.

> **Note ▶** Any previous overrides will be noted above the Reason drop-down menu for the current override entry.

2. If more than one potential interaction is indicated, one of the following radio buttons must be selected at the bottom of the window: **Apply to all interactions**, **Apply only to required interactions**, or **Apply only to selected**.
3. Select the **Override Reason**.
4. Click **Continue** or **Remove New Order**.

> **Note ▶** Remove New Order triggers the Consults and Interventions workflow.

The **New Med Order** window displays.

New Med Order

Drug:

Drug	Dose	Ordered As
Penicillin V Potassium	125 mg / 5 mL	penicillin V potassium
penicillin V potassium 125 mg/5 mL oral liquid		

Update
Remove
Modify

* Route: Oral
* Frequency: (None)
Custom...
PRN doses:
PRN reason: (None)
* Physician: Cemer Test, PHYSPCP Cemer
Duration: (None)
* Start date: **/**/****
* Time:
Stop date: **/**/****
Time:
* Stop type: No
Previous scheduled administration: **/**/****
Next administration: **/**/****
Skip
Following: **/**/****
Skip
Remaining doses:

Order comments:
* Sig code: 5 mL PO
Omit
Sig instructions: Take 5 mL by mouth
Product notes:

Dosage form: Susp-Oral
* Communication type: Phone
Order priority: (None)
Sequence: MED/IV WOI
* Dispense category: BULK
* Dispense from location: AU Pharmacy IP
Initial doses: 0
Initial quantity: 0
* Billing formula: Price
Start dispense date: **/**/****
Time:
Price: $10.00
Cost: $0.00

Product...
Printing...
Comments...
Order Type
Link Info...
Alert History...
Rx Intervention
Lot Info

Patient's own med
Auto calculate initial dose

OK
Cancel

5. Continue the process as outlined in steps 4 through 9 of the Conduct Product Verification lesson to complete entering the order.

Note ▶ Click **Alert History…** to see prior alerts.

Exercises

1. View your assigned resident's Medication profile and enter an order for Benadryl.
2. Enter an order for Tegretol, address any alerts that display.

PHARMACIST VERIFICATION

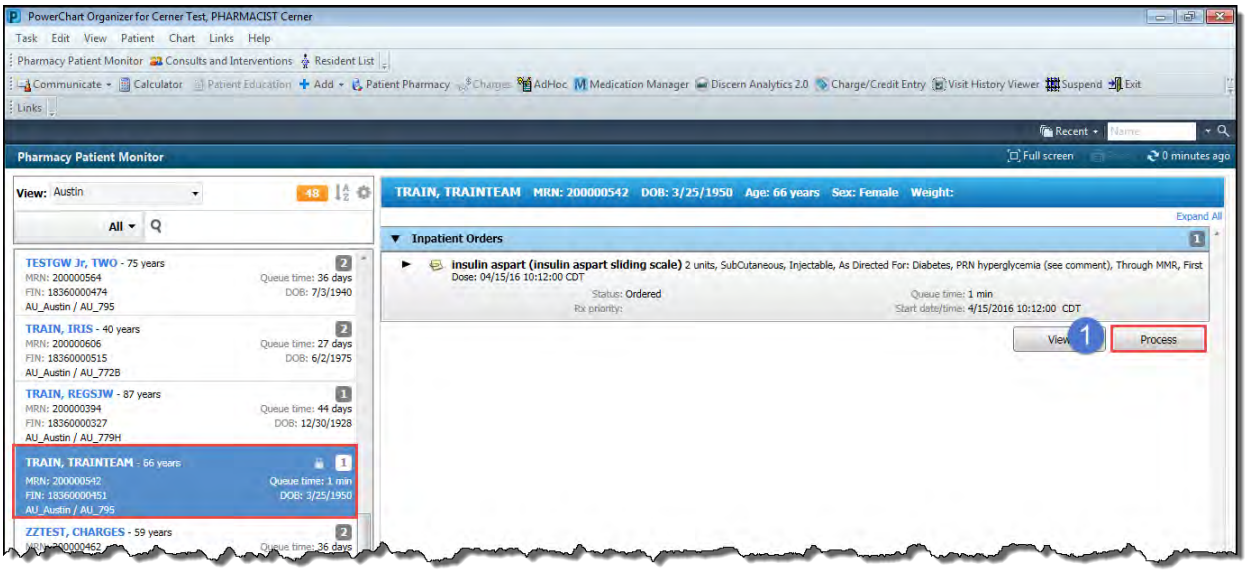
This section describes the process to verify pharmacy orders.

Objectives

- Modify orders
- Verify products
- Complete reviews
- Process medication from the resident's own supply

Conduct Product Verification

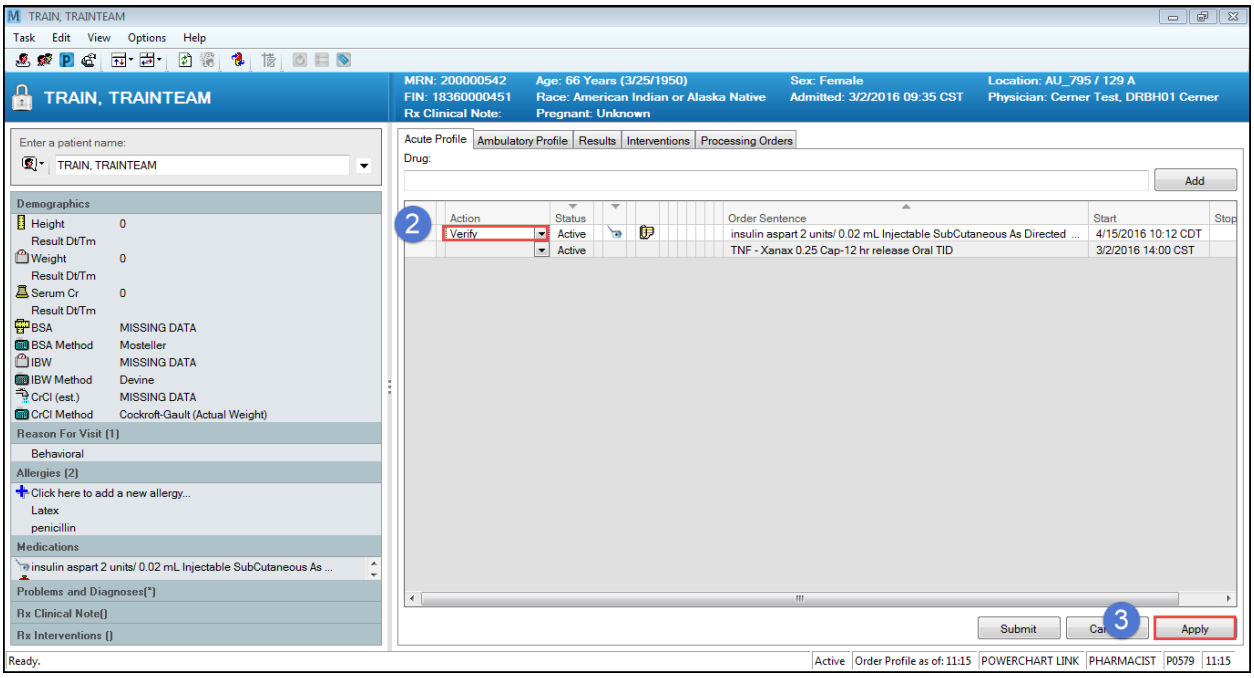
Use the list in Pharmacy Patient Monitor to begin the verification process.



Pharmacy Patient Monitor window

1. Select a resident from the list and click **Process**.

The Pharmacy Medication Manager window displays.

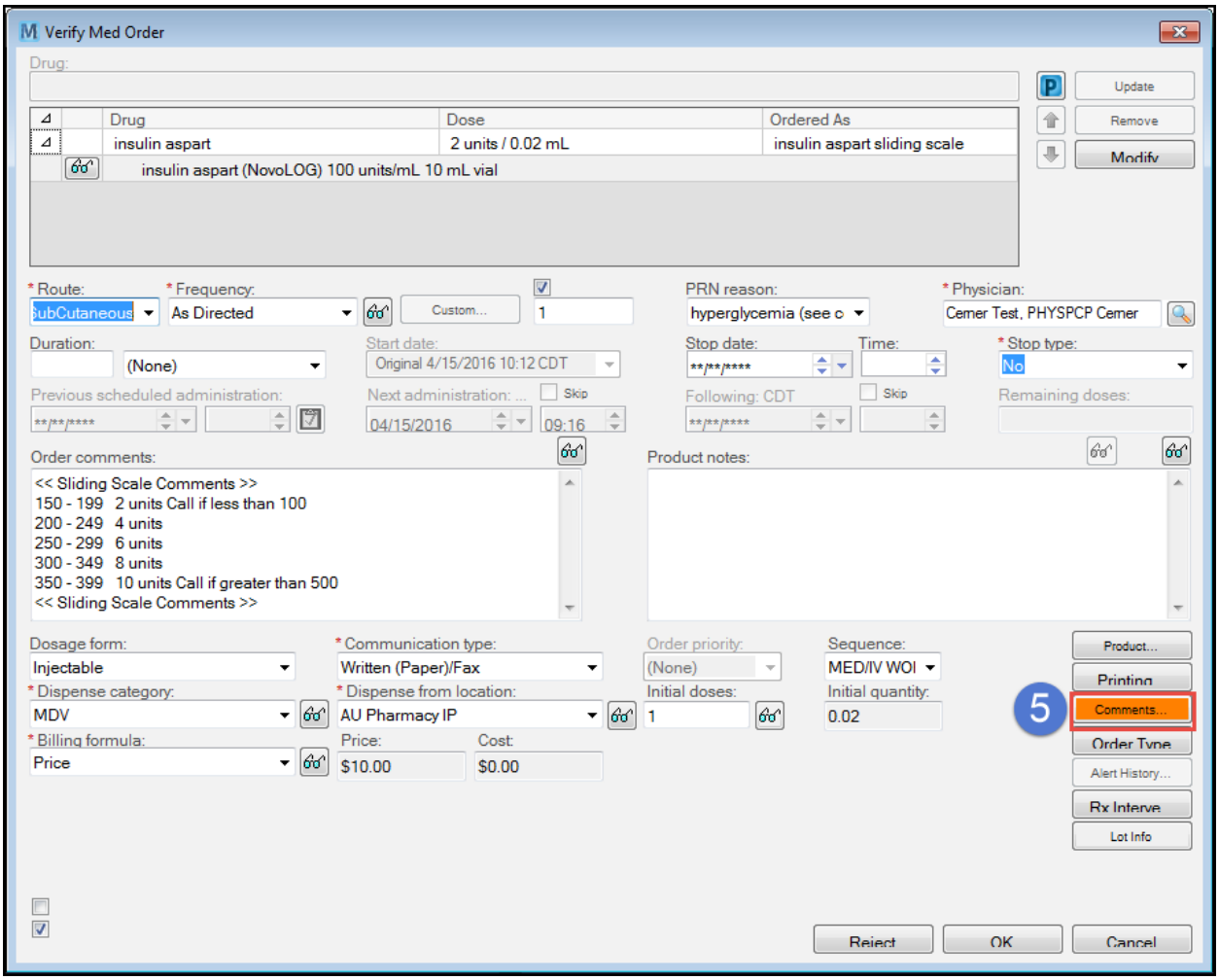


Pharmacy Medication Manager: Acute Profile

2. The **Action** column displays **Verify** in the drop-down menu next to the medication.
3. Click **Apply**.

Note ▶ Click **Apply** to begin the process. This does not submit the order for distribution in the system.

The **Verify Med Order** pop-up window displays.



Verify Med Order Pop-Up Window

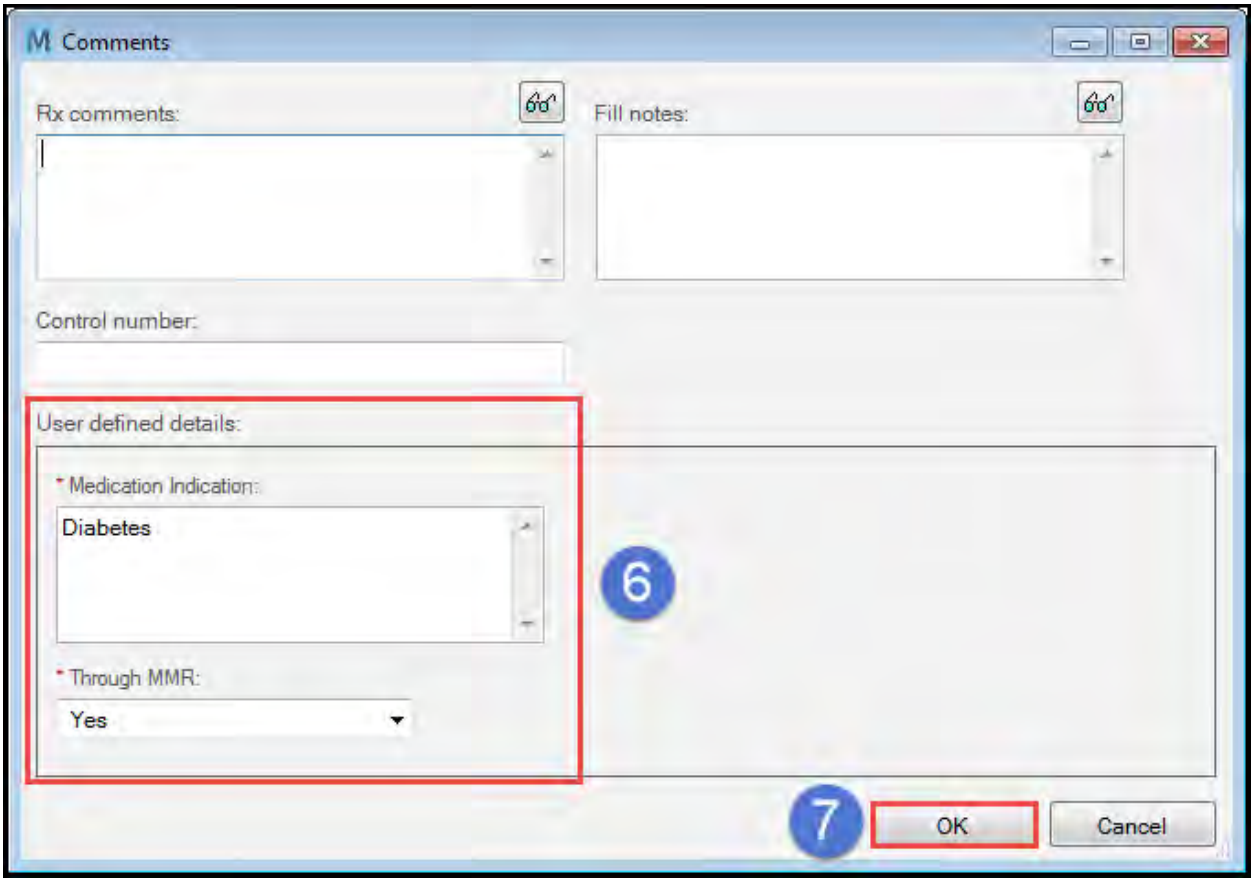
4. Verify that the information on the window is correct.

> **Note ▶** Please reference the Select Product and Dosage documentation in the Medication Order Entry segment of this document for further clarification regarding this window.

5. Click **Comments**.

> **Note ▶** Any instructions regarding sliding scale insulin orders will display in the **Order Comments** field on the **Verify Med Order** pop-up window.

The **Comments** pop-up window displays.



Comments Pop-Up Window

6. Complete the required fields as indicated by the red asterisk (*), and any other applicable fields.
7. Click **OK** to save the comments and close the **Comments** pop-up window.

The **Verify Med Order** pop-up window displays.

Verify Med Order

Drug:

Drug	Dose	Ordered As
insulin aspart	2 units / 0.02 mL	insulin aspart sliding scale
insulin aspart (NovoLOG) 100 units/mL 10 mL vial		

Update
Remove
Modify

* Route: SubCutaneou
* Frequency: As Directed
Custom...
PRN doses: 1
PRN reason: hyperglycemia (see c
* Physician: Cemer Test, PHYSPCP Cemer
Duration: (None)
Start date: Original 4/15/2016 10:12 CDT
Stop date: **/**/****
Time:
* Stop type: No
Previous scheduled administration: **/**/****
Next administration: ... 04/15/2016 09:16
Skip
Following: CDT **/**/****
Skip
Remaining doses:

Order comments:
<< Sliding Scale Comments >>
150 - 199 2 units Call if less than 100
200 - 249 4 units
250 - 299 6 units
300 - 349 8 units
350 - 399 10 units Call if greater than 500
<< Sliding Scale Comments >>

Product notes:

Dosage form: Injectable
* Communication type: Written (Paper)/Fax
Order priority: (None)
Sequence: MED/IV WOI
* Dispense category: MDV
* Dispense from location: AU Pharmacy IP
Initial doses: 1
Initial quantity: 0.02
* Billing formula: Price
Price: $10.00
Cost: $0.00

Product...
Printing...
Comments...
Order Type
Alert History...
Rx Intervention
Lot Info

Patient's own med
Auto calculate initial dose

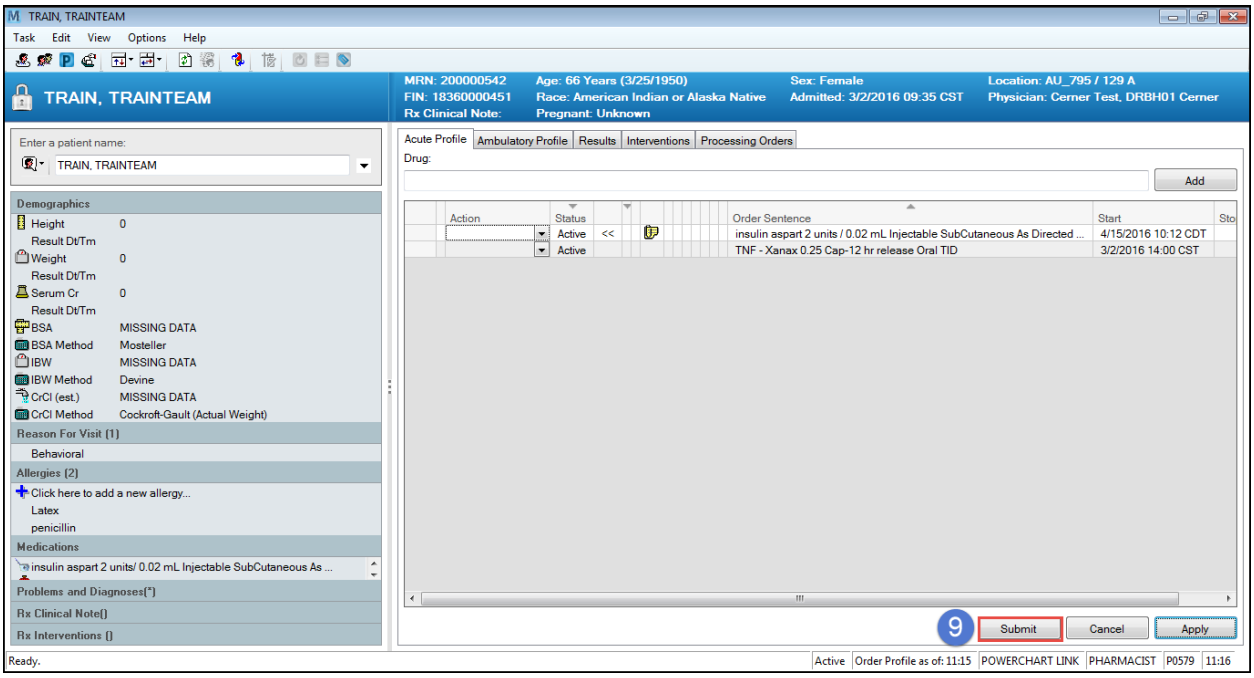
8
Reje
OK
Cancel

Verify Med Order Pop-Up Window

8. Click **OK** on the **Verify Med Order** pop-up window.

Note ▶ To Reject an order click Reject at the bottom of this screen. The Pharmacist Rejected Order icon ( ) displays on the Acute Profile window. The resident's MAR will also reflect that the order was rejected.

The Pharmacy Medication Manager Acute Profile window displays.



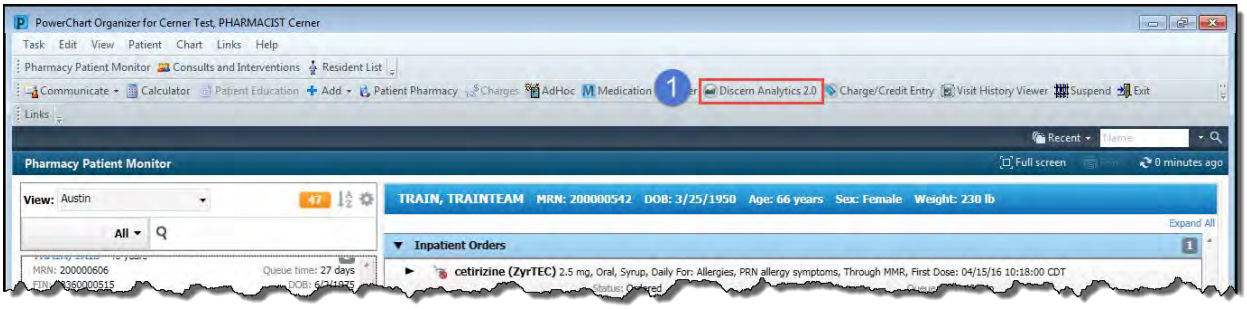
Pharmacy Medication Manager: Acute Profile

9. Click **Submit** to complete the verification process. After clicking Submit, the label will print.

Note ▶	The chevrons next to the **Status** column indicate that the order has been updated but not yet submitted. Click **Submit** to submit the order for distribution.

Complete Clinical and Dispensing Reviews

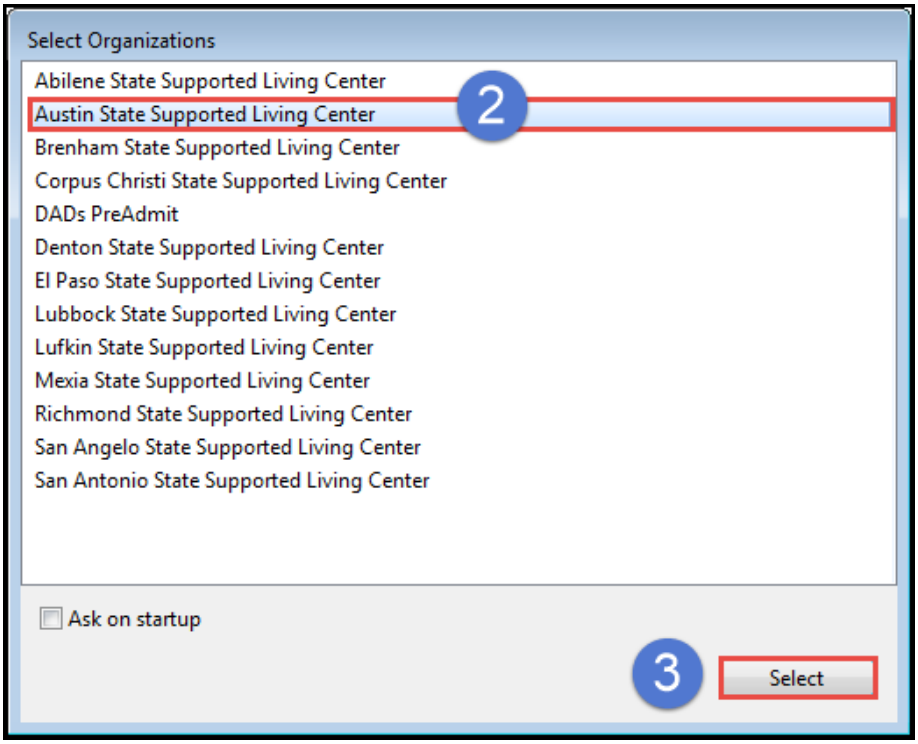
Navigate to Discern Analytics 2.0 from the Actions Toolbar in Powerchart



PowerChart: Navigate to Discern Analytics 2.0

1. From **PowerChart**, click **Discern Analytics 2.0** on the Actions Toolbar.

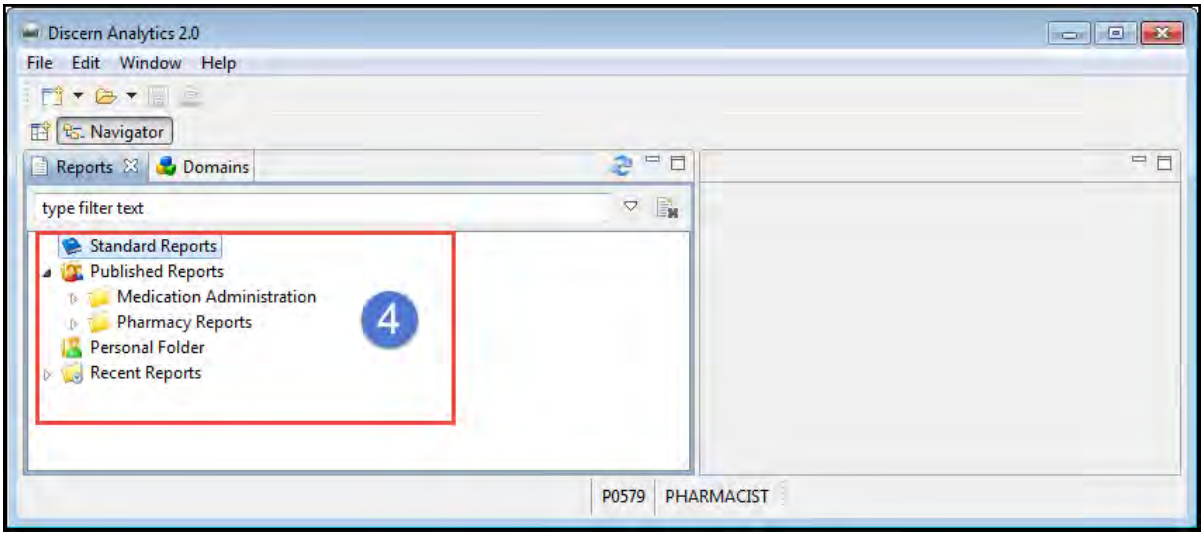
The **Select Organizations** pop-up window displays.



Select Organizations Pop-Up Window

2. Select the organization from the **Select Organizations** pop-up window.
3. Click **Select**.

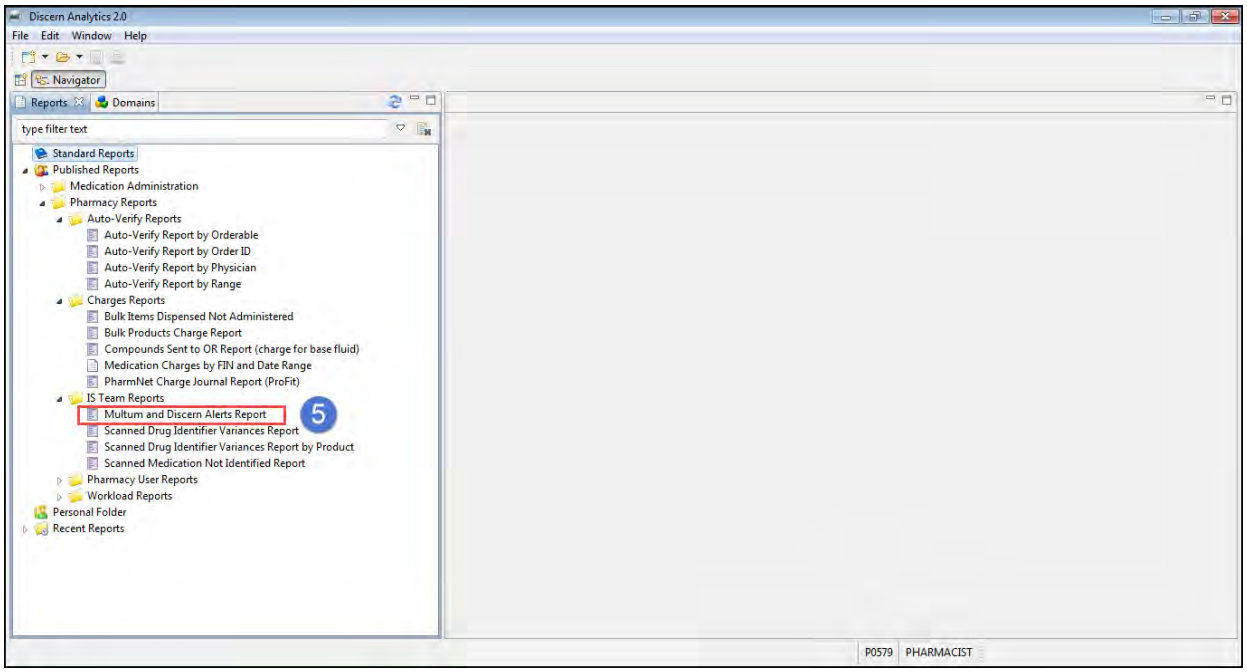
The **Discern Analytics 2.0** window displays.



Discern Analytics 2.0 Window

4. Click the folders on the left pane to expand them and see more options.

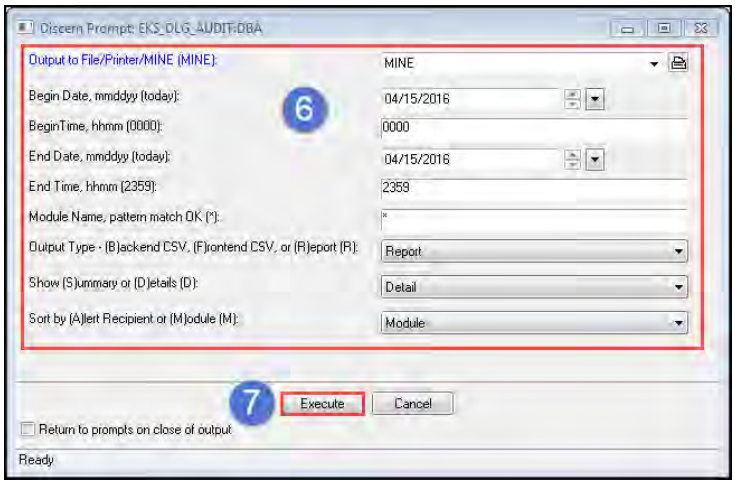
The expanded folders display.



Discern Analytics 2.0 Window: Navigate to Report

5. Double-click the desired report.

The Discern Prompt pop-up window displays.



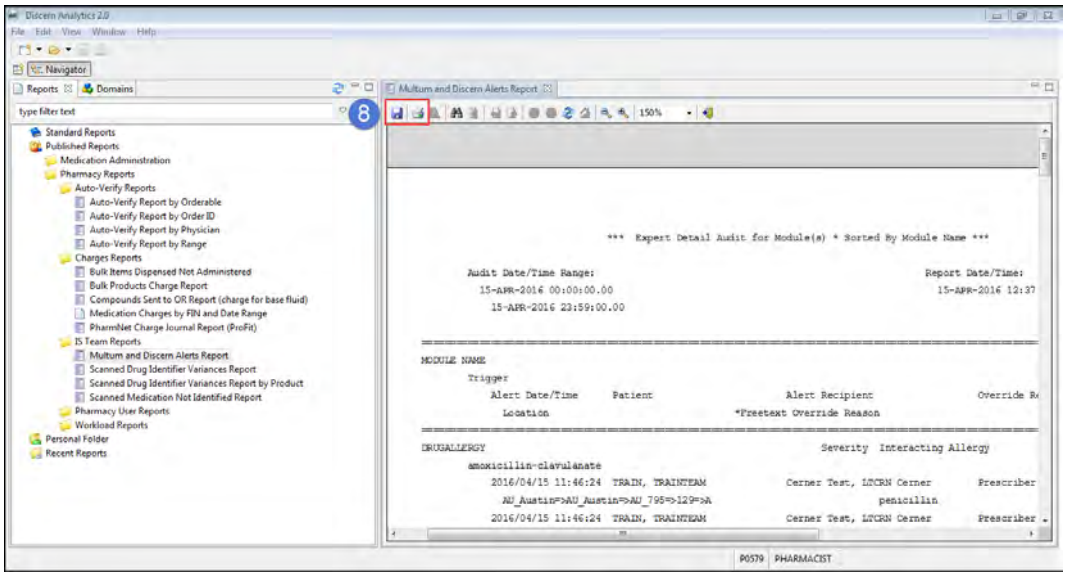
Discern Prompt Pop-Up Window

6. Enter the report parameters in the fields provided.

Note ► This window will vary based upon the report requested.

7. Click Execute.

The report displays on the right side of the Discern Analytics 2.0 window.

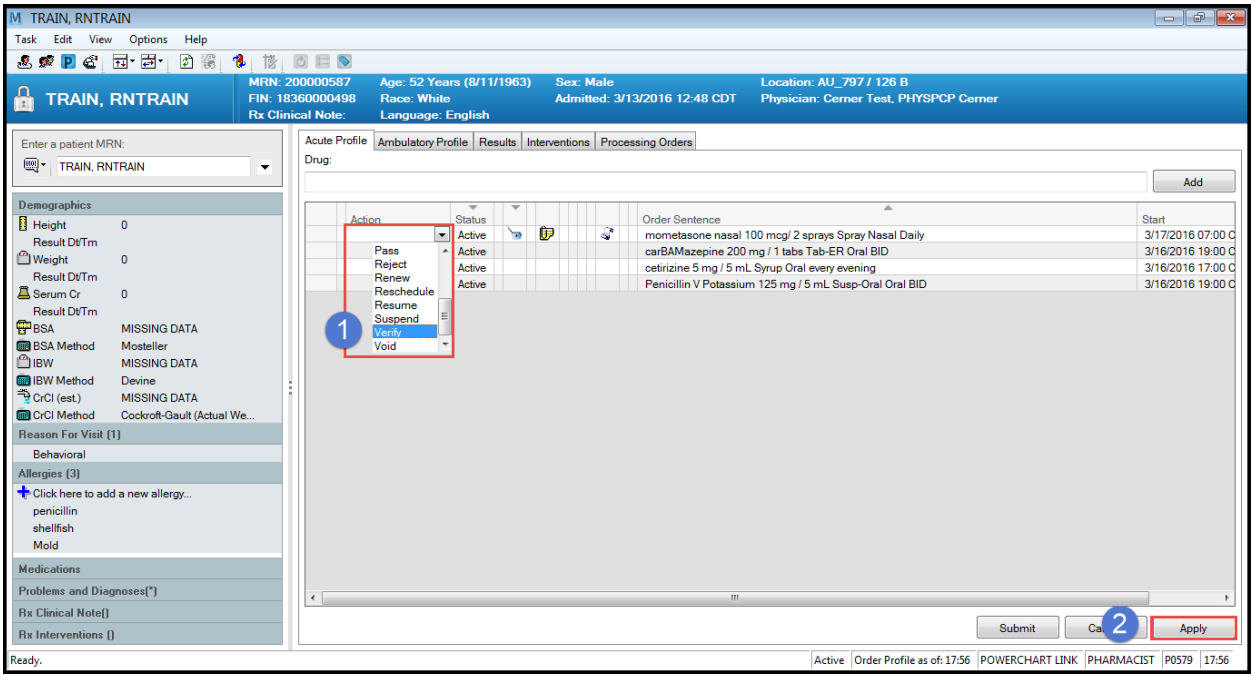


Discern Analytics 2.0 Window

8. The report displays on the right side of the Discern Analytics 2.0 window. Use the icons above the report content to print or save the report.

Verify Patient's Own Supply

From the **Pharmacy Med Manager** window, navigate to the **Acute Profile** tab.



Pharmacy Med Manager

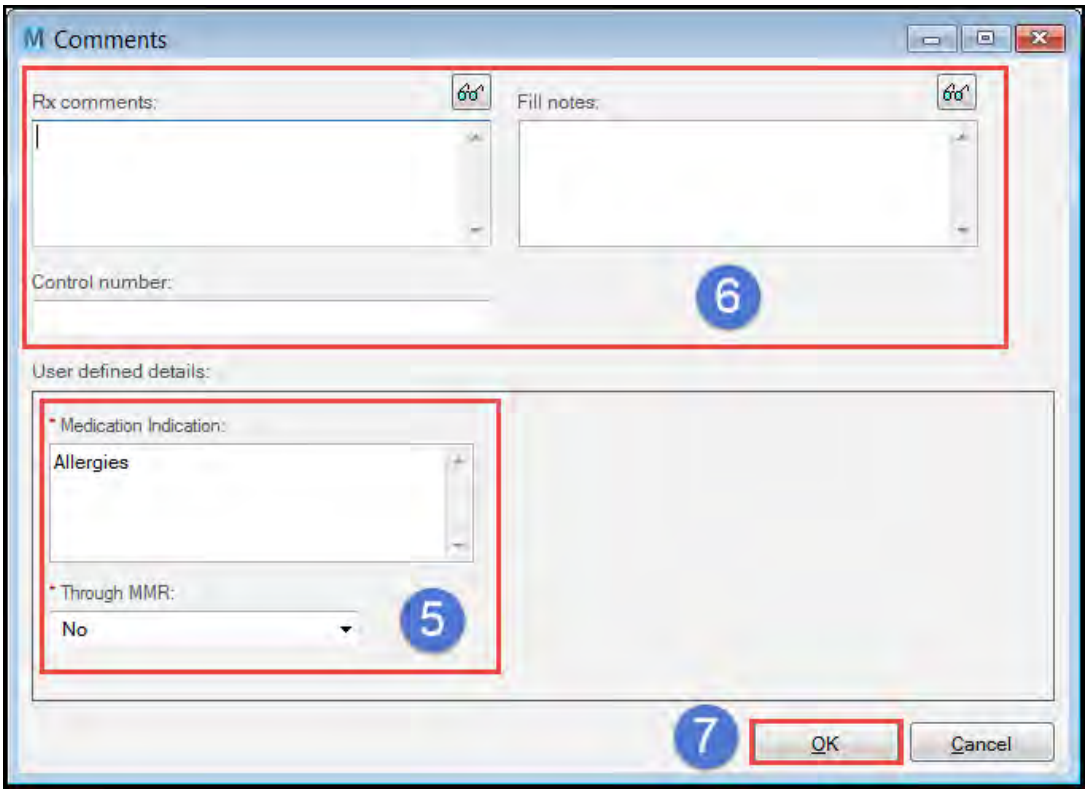
1. From **Action** drop-down menu for the selected medication, select **Verify**.
2. Click **Apply.**

The **Verify Med Order** pop-up window displays.

Verify Med Order Pop-Up Window

3. Verify that the information on the window is correct.
4. Click **Comments**.

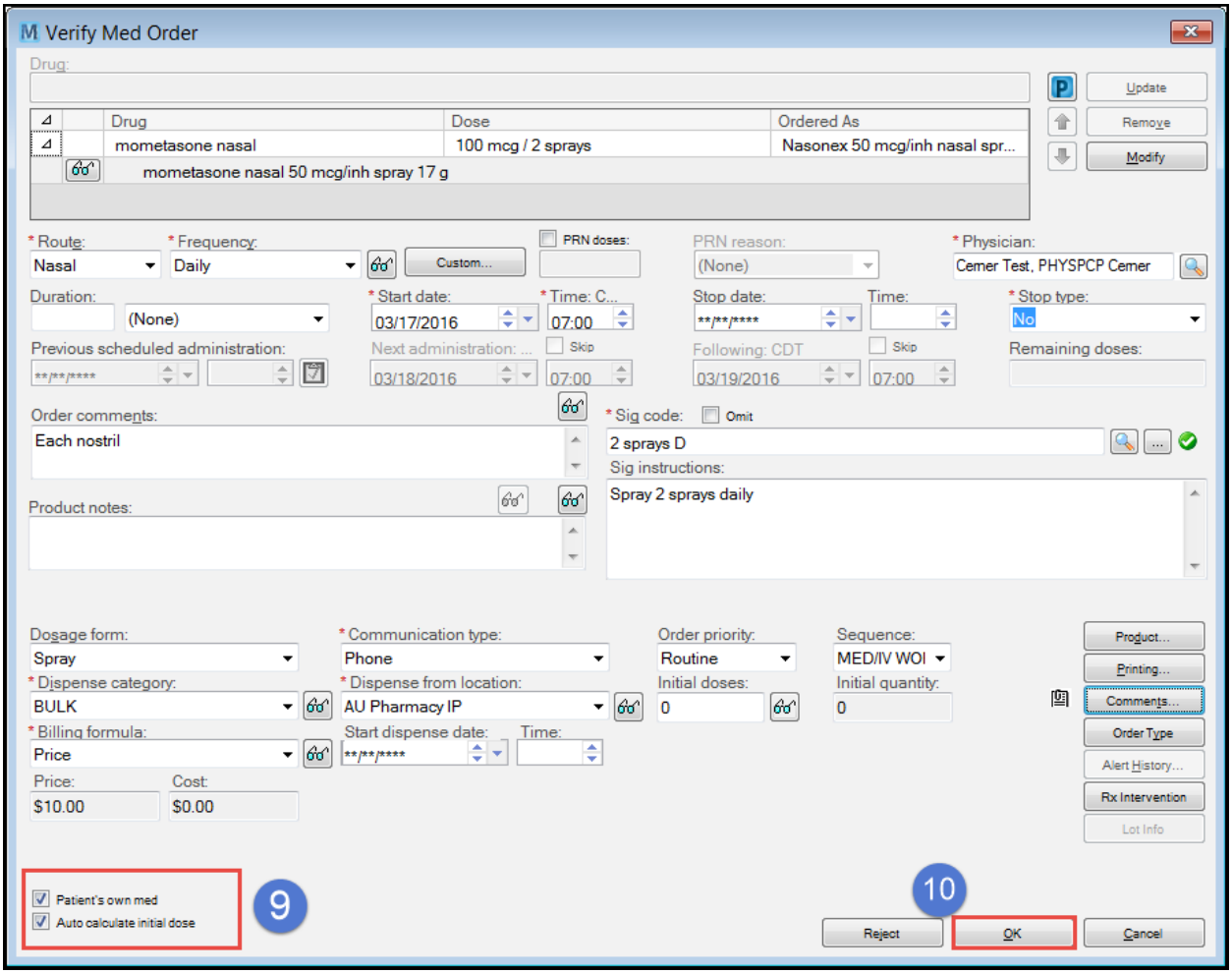
The **Comments** pop-up window displays.



Comments Pop-Up Window

5. Complete the required fields that are indicated by the red asterisk (*).
6. Complete any other applicable fields.
7. Click **OK.**

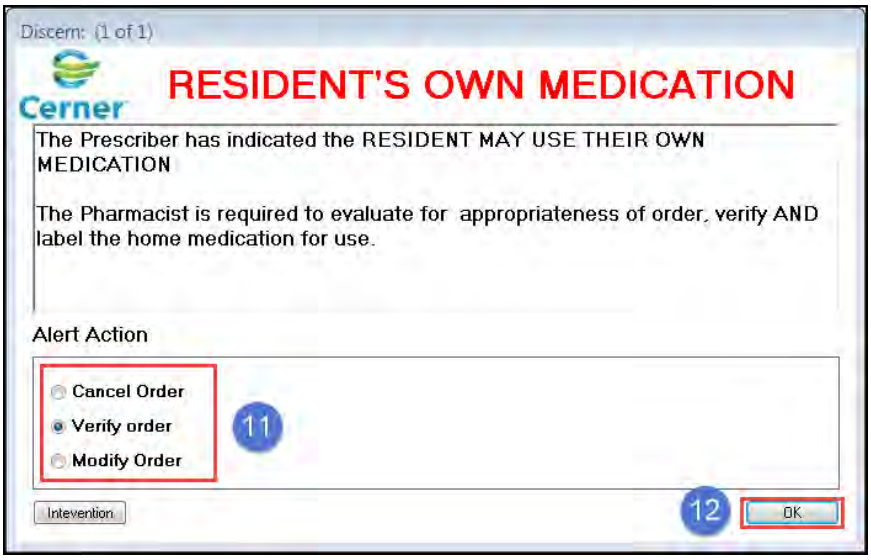
The **Verify Med Order** pop-up window displays.



Verify Med Order Pop-Up Window

8. Verify that all required fields indicated by the red asterisk (*) are complete.
9. Verify that the **Patient's own med** check box is selected.
10. Click **OK**.

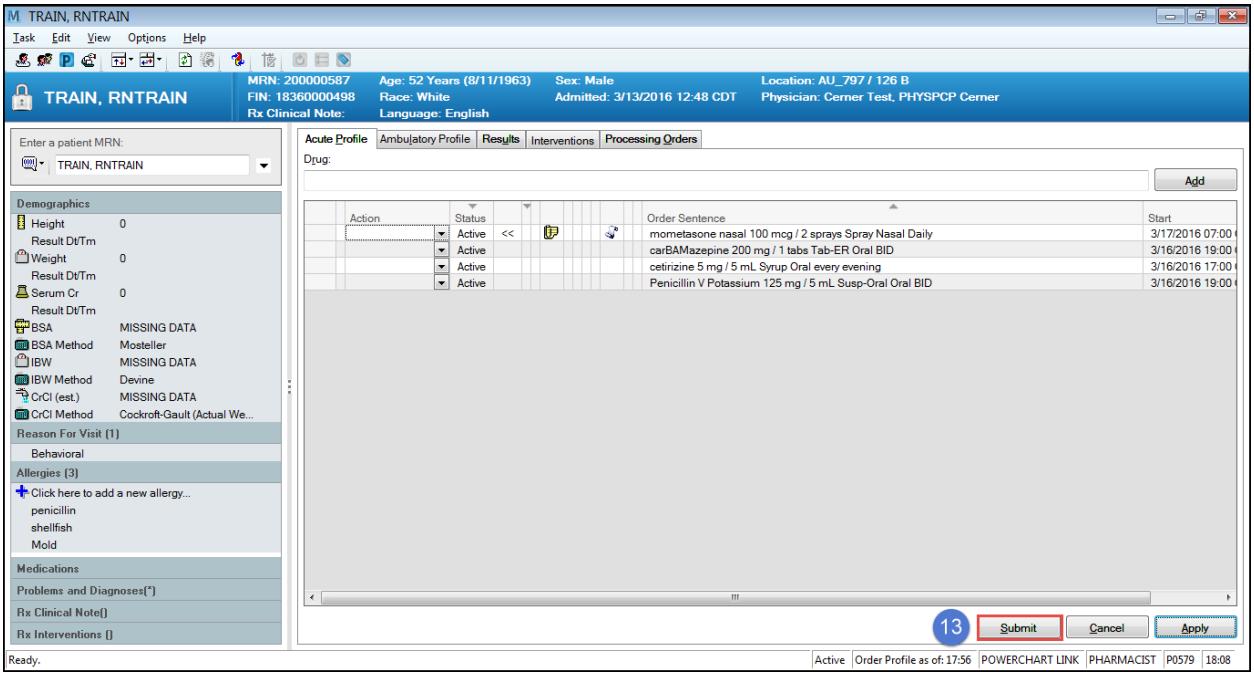
The **Resident's Own Medication** alert window displays.



Resident's Own Medication Alert

11. Select the appropriate **Alert Action**.
12. Click **OK**.

The **Pharmacy Med Manager** window displays.



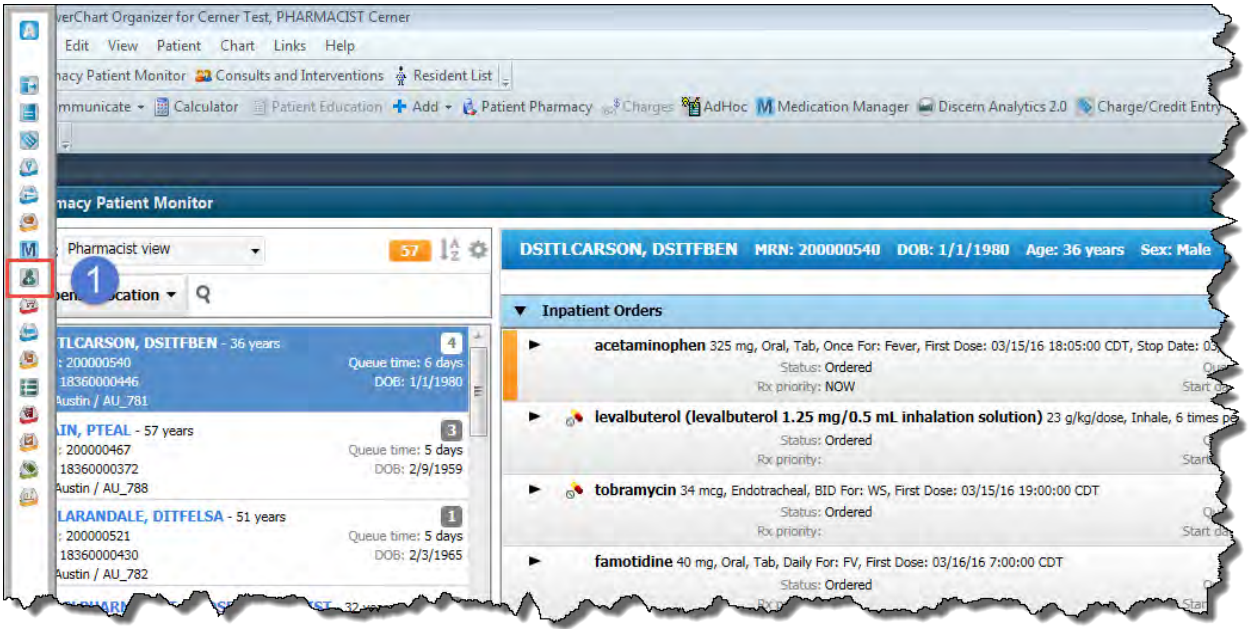
Pharmacy Med Manager: Acute Profile

13. Click **Submit** on the **Acute Profile** window.

PHARMACY DISPENSING

Fill Prescriptions for Resident Furlough

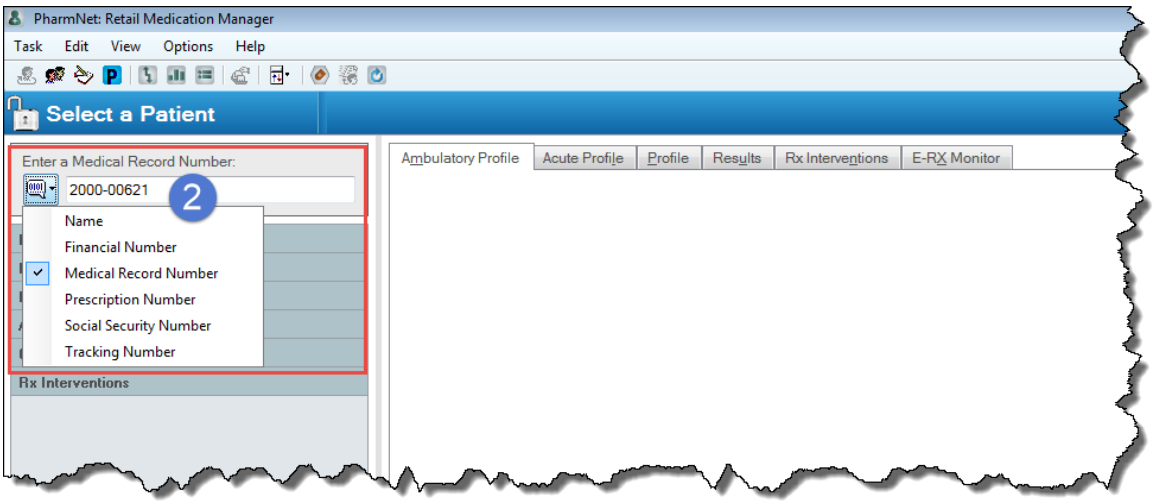
Navigate to PharmNet: Retail Medication Manager.



Navigate to PharmNet: Retail Medication Manager

1. Click the Medication Manager Retail icon ( ) on the **Appbar** to access **PharmNet: Retail Medication Manager**.

The PharmNet: Retail Medication Manager window displays.

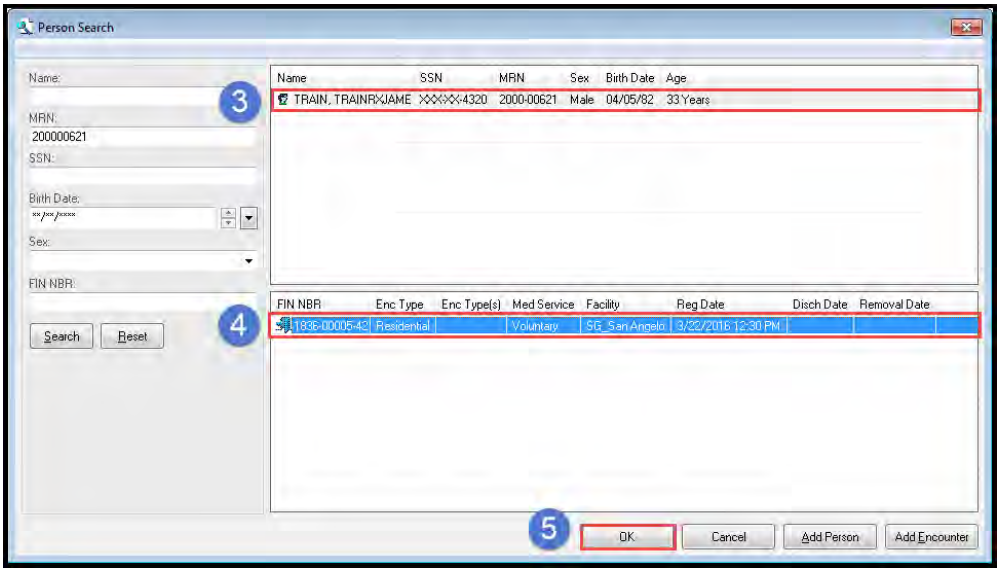


PharmNet: Retail Medication Manager

Tip ► The PharmNet Pharmacy Medication Manager and PharmNet: Retail Medication Manager windows are very similar. To help easily differentiate between the two, add a Focus tracker. To do this, click on Options in the Menu Toolbar and select User Preferences from the drop-down menu. Then click the Application tab from the User Preferences pop-up window that displays. (There are many tabs so it may be necessary to use the scroll arrows next to the tabs to navigate to the correct one.) Mark the checkbox next to Focus tracker. Now the retail window will have a highlight box on it, making it easier to determine which application you are using.

2. Use the search drop-down menu to select a search type and enter the search criteria in the field provided, then press enter on your keyboard to start the search.

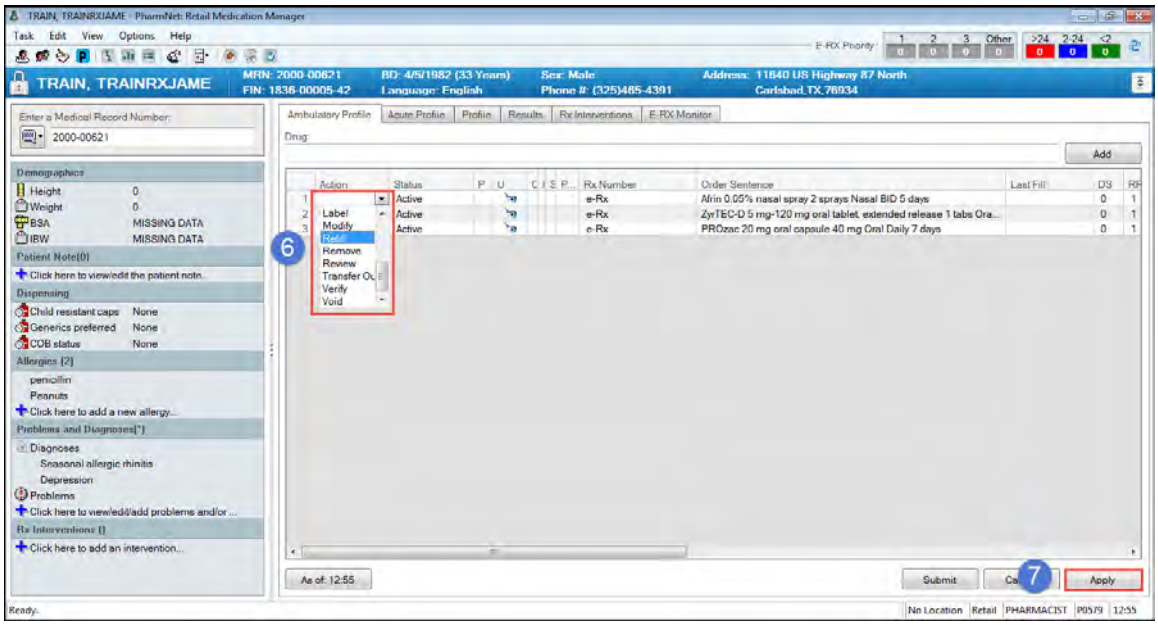
   The **Person Search** pop-up window displays a list of results.



Person Search Pop-Up Window

3. Select the resident from the **Name** list.
4. Select the encounter from the **FIN NBR** list.
5. Click **OK**.

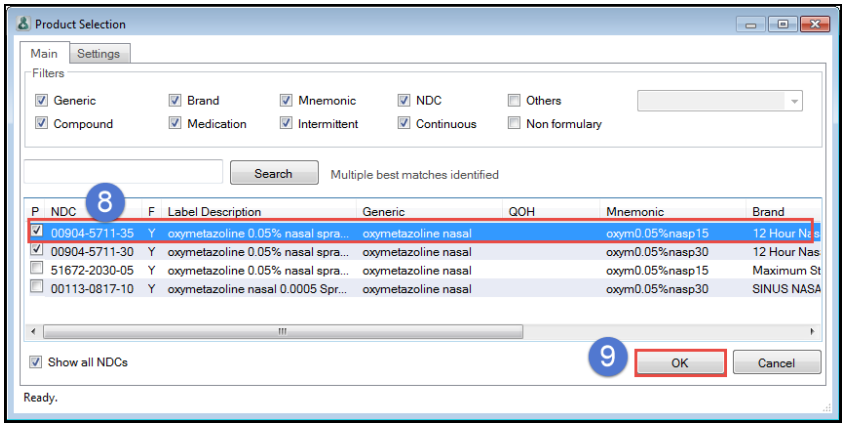
The **Ambulatory Profile** window displays.



Ambulatory Profile Window

6. From the **Action** drop-down, select **Refill**.
7. Click **Apply**.

Product Selection pop-up window displays



Product Selection Pop-Up Window

8. Select the product from the list.

> **Note ►** This selection is NDC specific. "P" indicates the primary NDC currently active at the facility.

9. Click **OK**.

Retail Order for Patient pop-up window displays

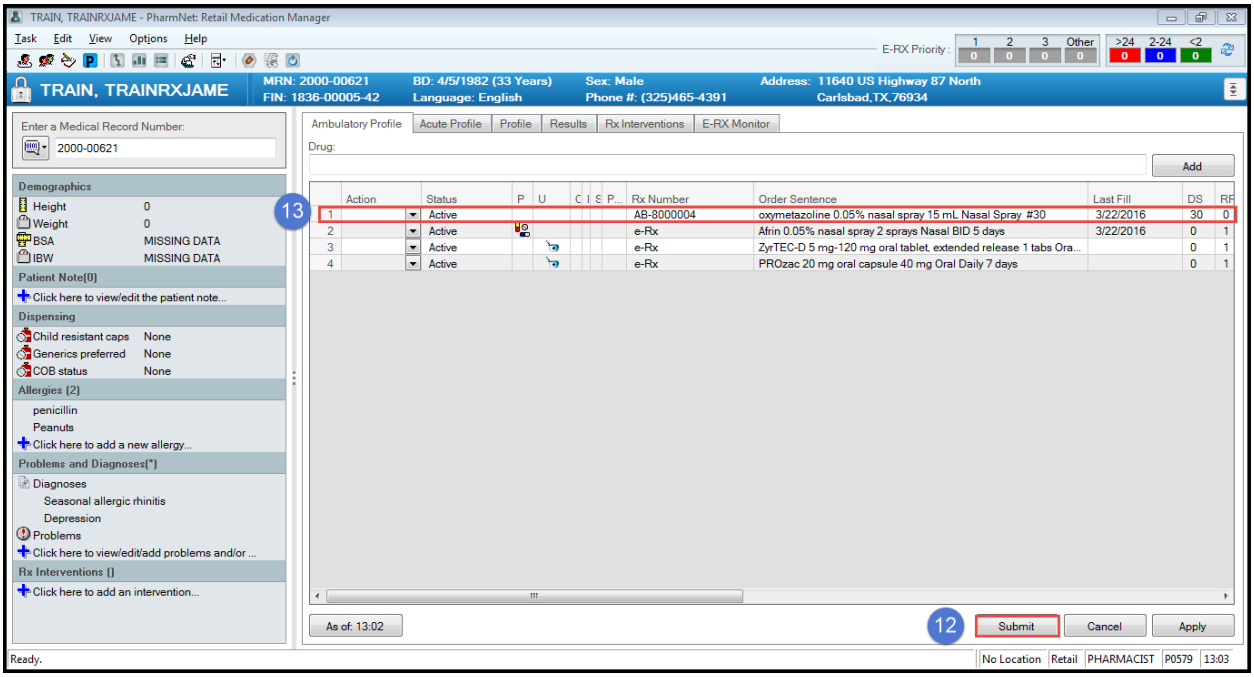
Retail Order for Patient Pop-Up Window

10. Verify data in the **Retail Order for Patient** window and complete any required fields.

Note ▶ Click **View Rx** to view the original prescription.

11. Click **OK**.

The **Ambulatory Profile** window displays



Ambulatory Profile Window

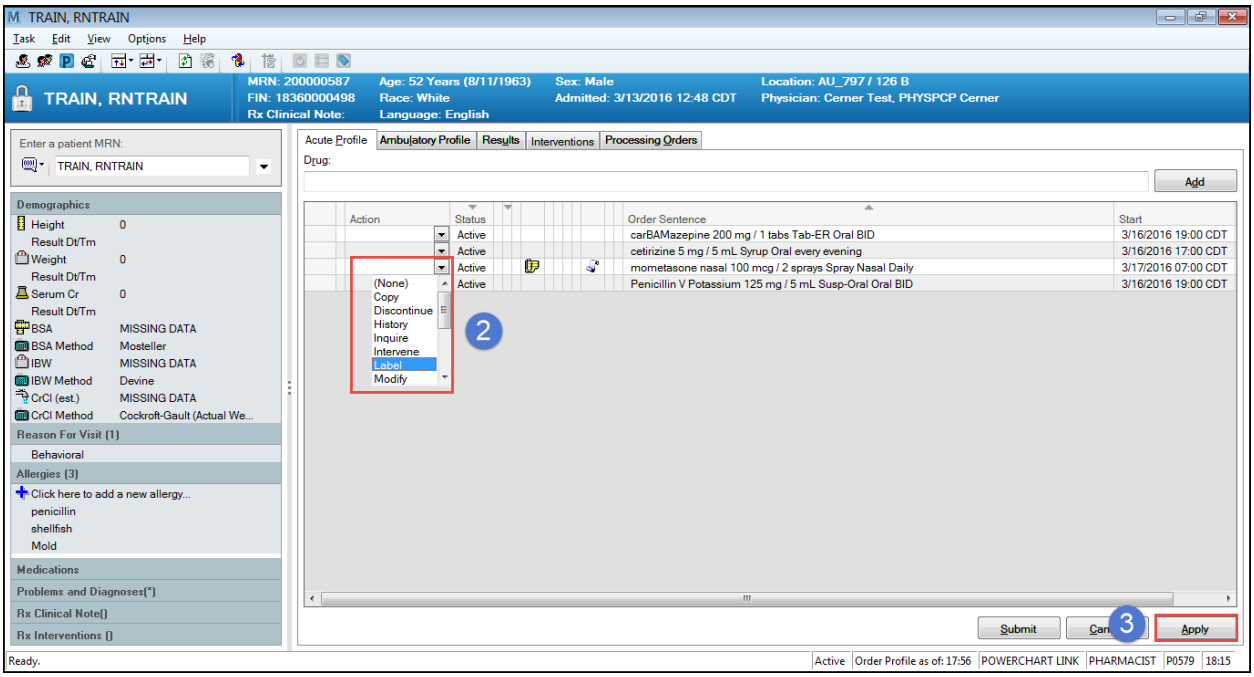
12. Click **Submit**.
13. Medication displays with a valid **Rx Number**.

> **Note ▶** Retail orders must be updated to reflect current NDC in stock.

Print Label for Medication Request (Includes Shorts and Bulk Meds)

> **Note ▶** To enter a **Medication Request**, the nurse right clicks on the medication in the MAR and selects **Med Request…** from the pop-up menu. The Medication Request pop-up window displays. The nurse selects the reason from the Reason drop-down menu, provides comments in the comment field if applicable, and clicks **OK**.

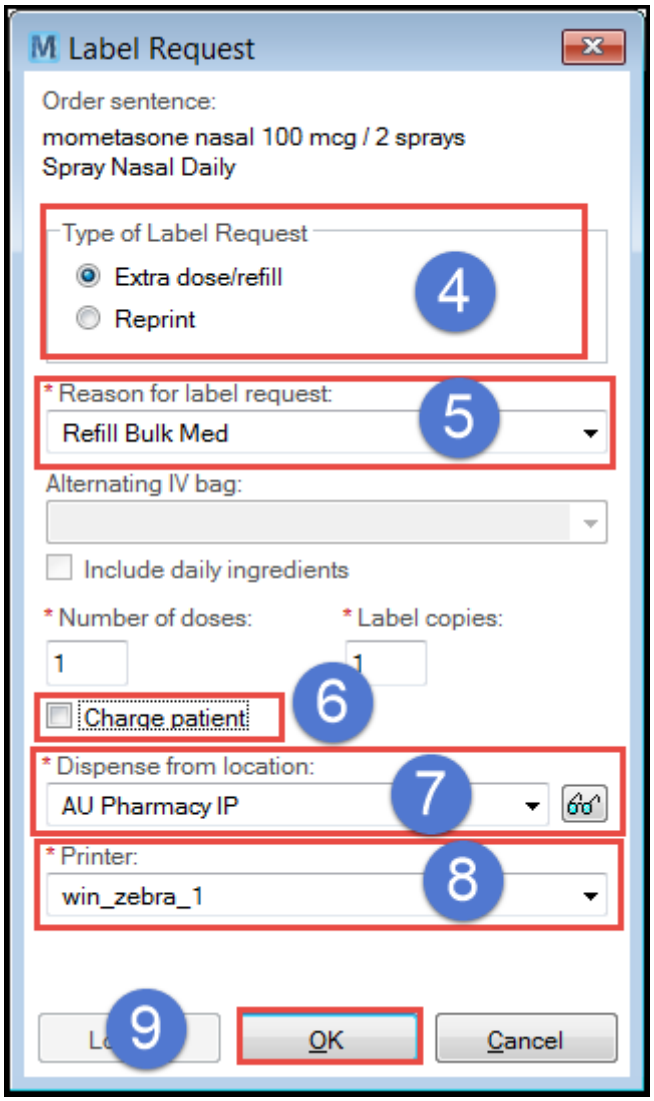
1. From **Pharmacy Med Manager** window, navigate to the **Acute Profile** tab.



Pharmacy Med Manager

2. From the **Action** drop-down menu next to the selected medication, select **Label**.
3. Click **Apply**.

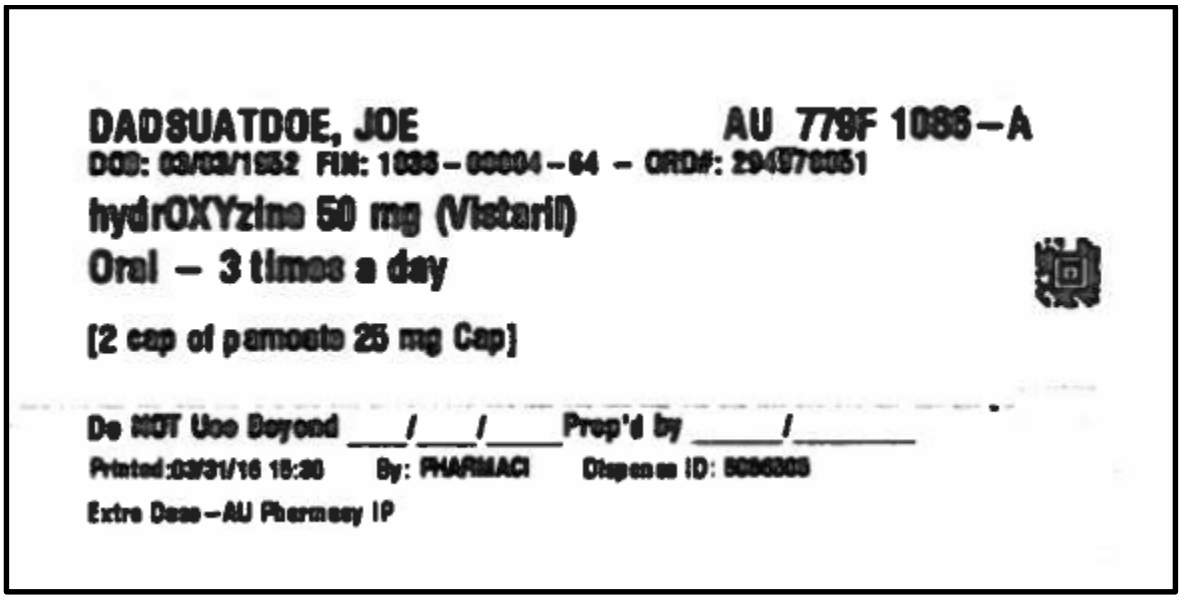
The **Label Request** pop-up window displays.



Label Request

4. In the **Type of Label Request** section, select the radio button for **Extra dose/refill**.
5. From the **Reason for label request** drop-down menu, select the reason.
6. Verify that the **Charge patient** box is not checked.
7. Verify that the **Dispense from location** field contains correct information.
8. From the **Printer** drop-down menu, select a printer.
9. Click **OK** to print the label.

Label Example


DADSUATDOE, JOE AU 779F 1086-A
DOB: 03/03/1952 FIN: 1086-00004-64 - ORD#: 294570051
hydrOXYzine 50 mg (Vistaril)
Oral - 3 times a day
[2 cap of pamoate 25 mg Cap]
Do NOT Use Beyond ___/___/____ Prep'd by _____/_____
Printed:03/31/16 15:30 By: PHARMACI Dispense ID: 5006305
Extra Dose-AU Pharmacy IP

Exercises

1. Verify your resident's order for Benadryl.
2. Perform a review.
3. Verify a medication from the resident's own supply.

APPBAR

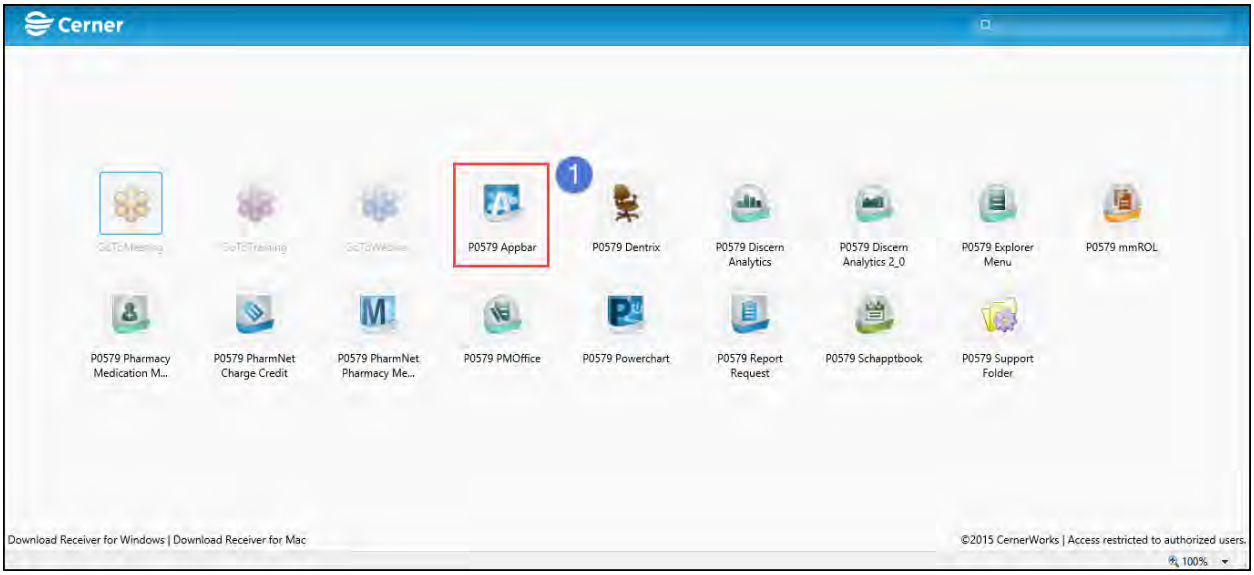
This section discusses the process for ordering products from external resources.

Objectives

- Access requisition system
- Enter new requisitions
- Verify existing requisitions

Open Appbar

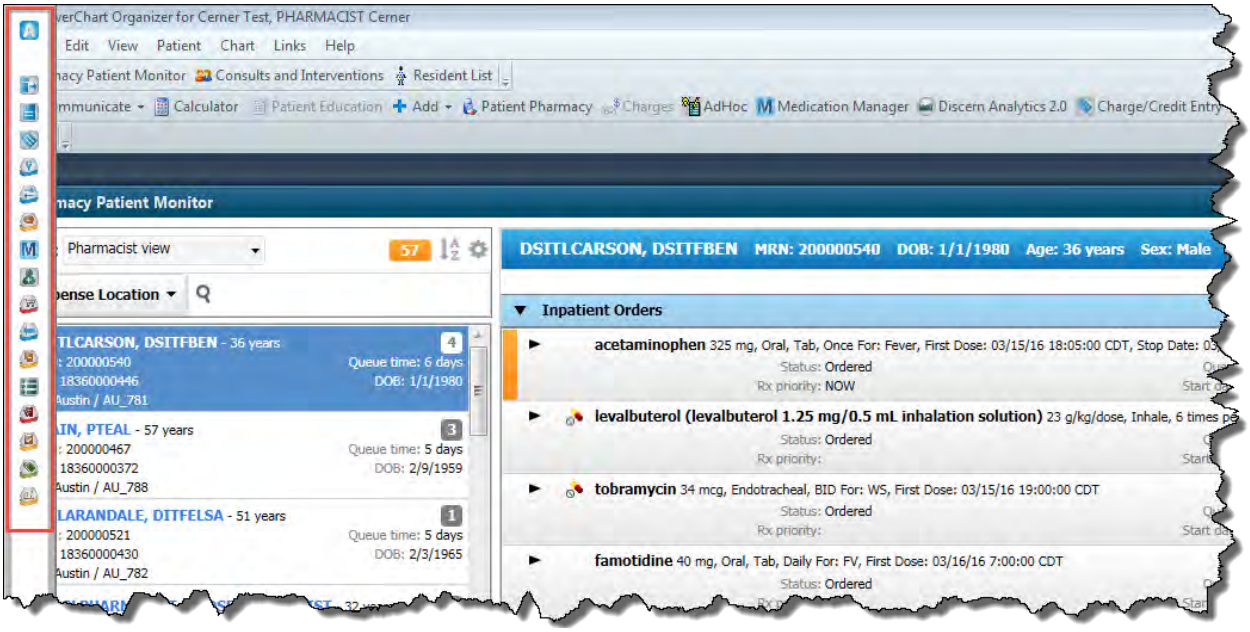
Navigate to the **Appbar**.



Navigate to the Appbar

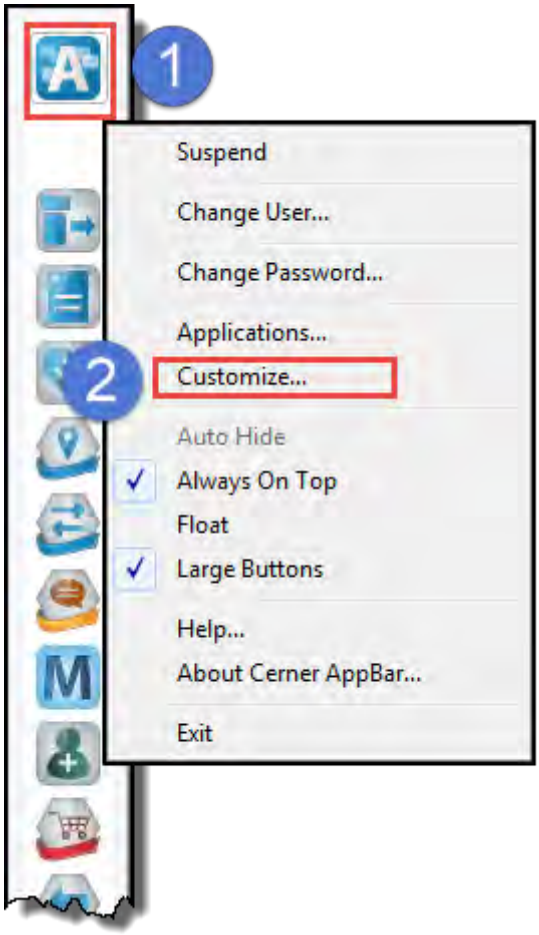
1. Double-click the **Appbar** icon ( ).

- The **Appbar** displays.



Customize the Appbar

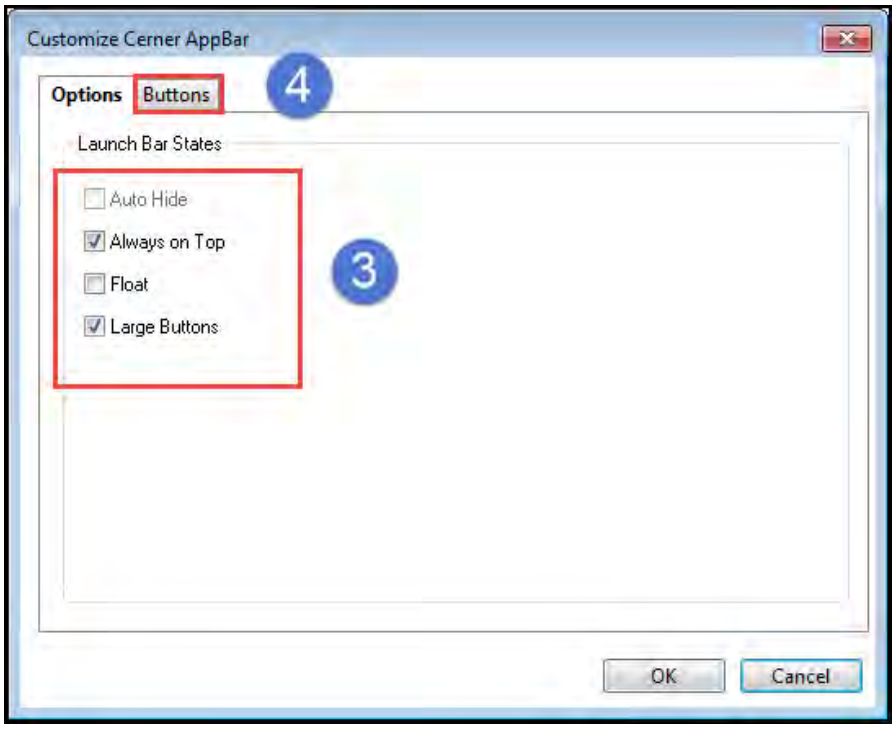
When the **Appbar** is open.



Appbar

1. Click the **Appbar** icon at the top of the bar.
2. Select **Customize** from the pop-up menu that displays.

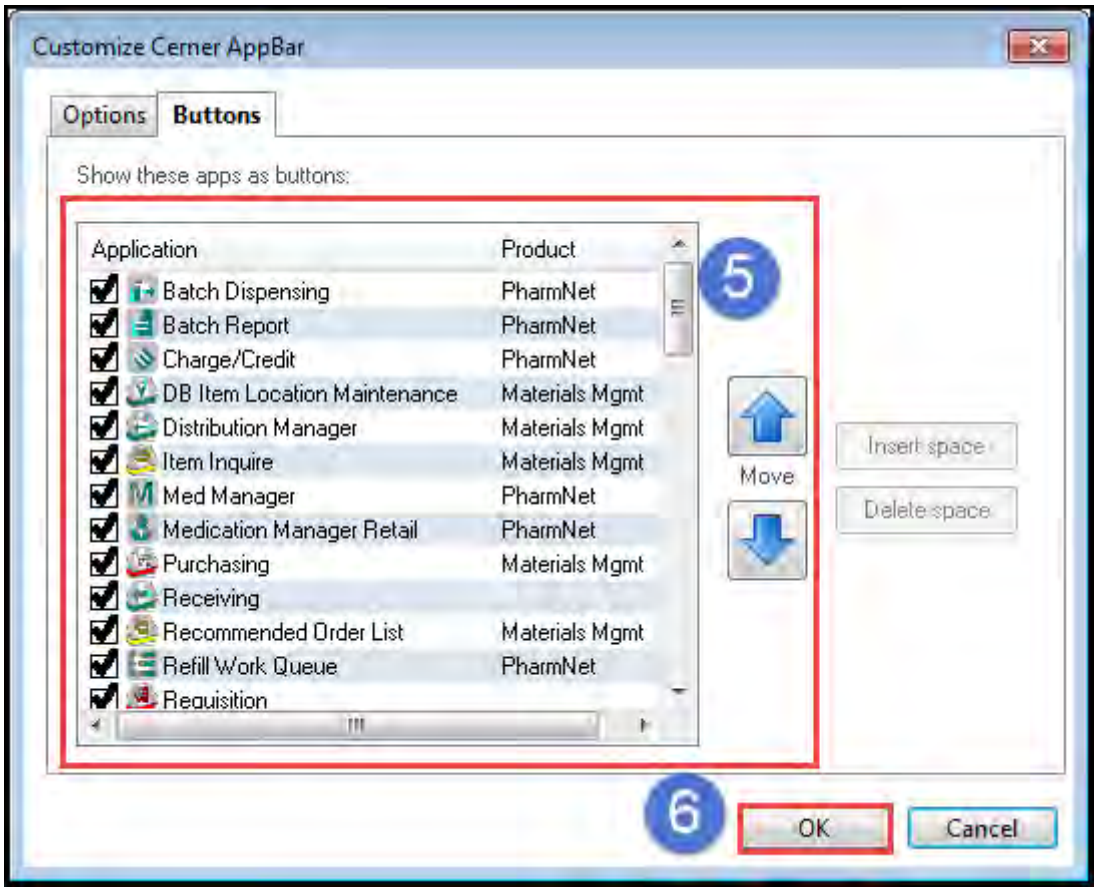
The **Customize Cerner AppBar** pop-up window displays.



Customize Cerner AppBar Pop-Up Window

3. Make changes on the **Options** tab if desired.
4. Click the **Buttons** tab.

- The **Customize Cerner AppBar** pop-up window displays.



Customize Cerner AppBar Pop-Up Window

5. Select which applications to add to the Appbar.
6. Click **OK**.

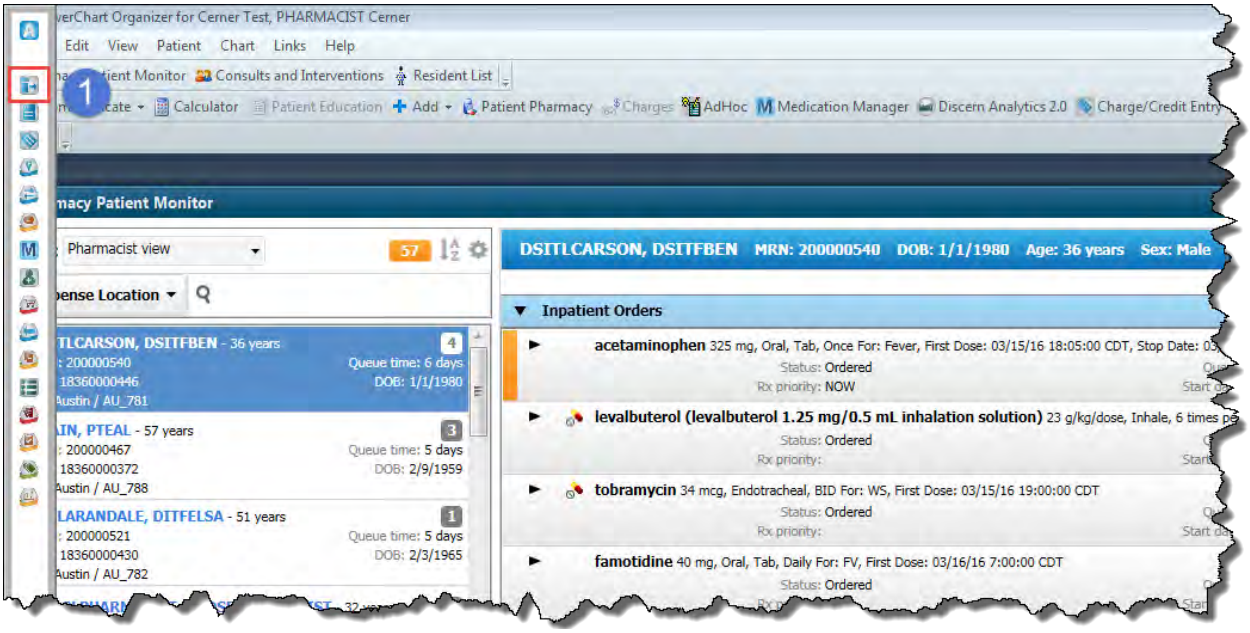
Appbar Icon Key

Icon	Application
	Appbar
	Batch Dispensing
	Batch Report
	Charge/Credit
	DB Item Location Maintenance
	Distribution Manager
	Item Inquire
	Med Manager
	Medication Manager Retail
	Purchasing
	Receiving
	Recommended Order List
	Refill Work Queue
	Requisition
	Transaction Audit Browser
	Invoice Matching
	Physical Count

Batch Dispensing

The Batch Dispensing process is created by an operations job that automatically runs based upon information gathered at time of design. Updates must be requested to the support teams. This section is for reference only.

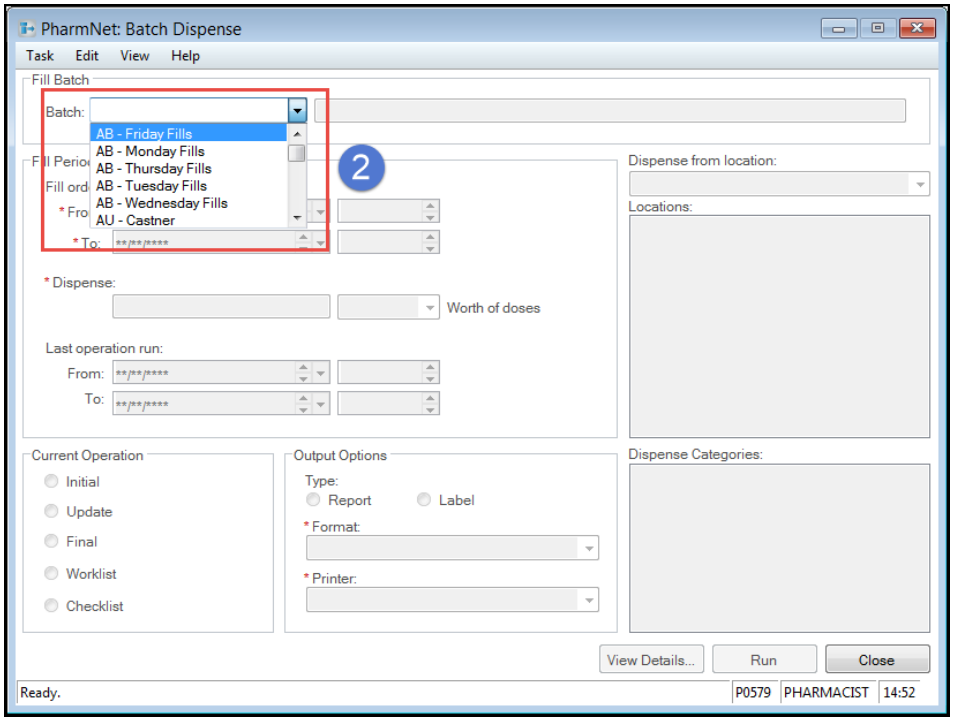
Use the **Appbar** to access the **Batch Dispensing** application.



Appbar

1. Click Batch Dispensing icon ( ).

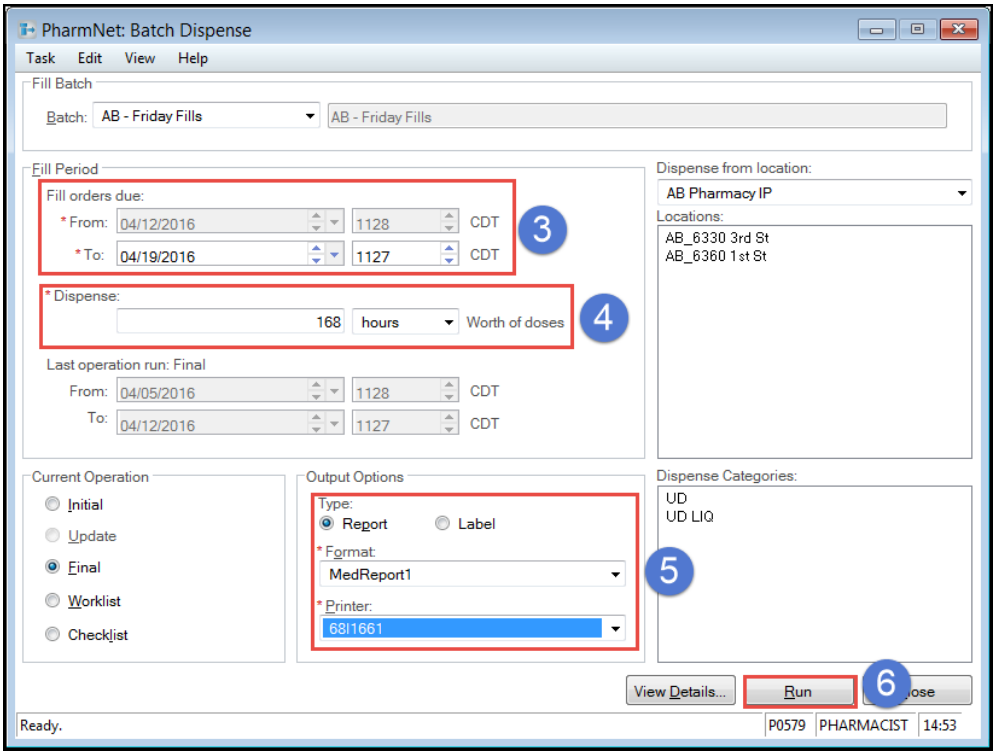
The **PharmNet: Batch Dispense** pop-up window displays.



PharmNet: Batch Dispense Pop-Up Window

2. Select a batch from the **Batch** drop-down menu.

The **PharmNet: Batch Dispense** pop-up window refreshes and additional fields are active.



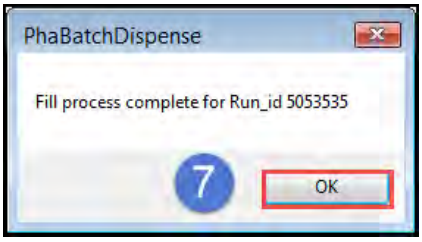
PharmNet: Batch Dispense Pop-Up Window

3. Enter a date range in the **Fill orders due** field.

> **Note ▶** If applicable, the **From** field defaults to the next possible date for the requested batch run.

4. In the **Dispense** fields, type the number of minutes, hours, days, weeks, or months of doses to dispense and select the time measure from the drop-down menu.
5. In the **Output Options** fields, select the **Type** of output, along with the **Format** and **Printer** to use.
6. Click **Run**.

The **PhaBatchDispense** confirmation pop-up window displays.



PhaBatchDispense Pop-Up Window

7. Click **OK**.

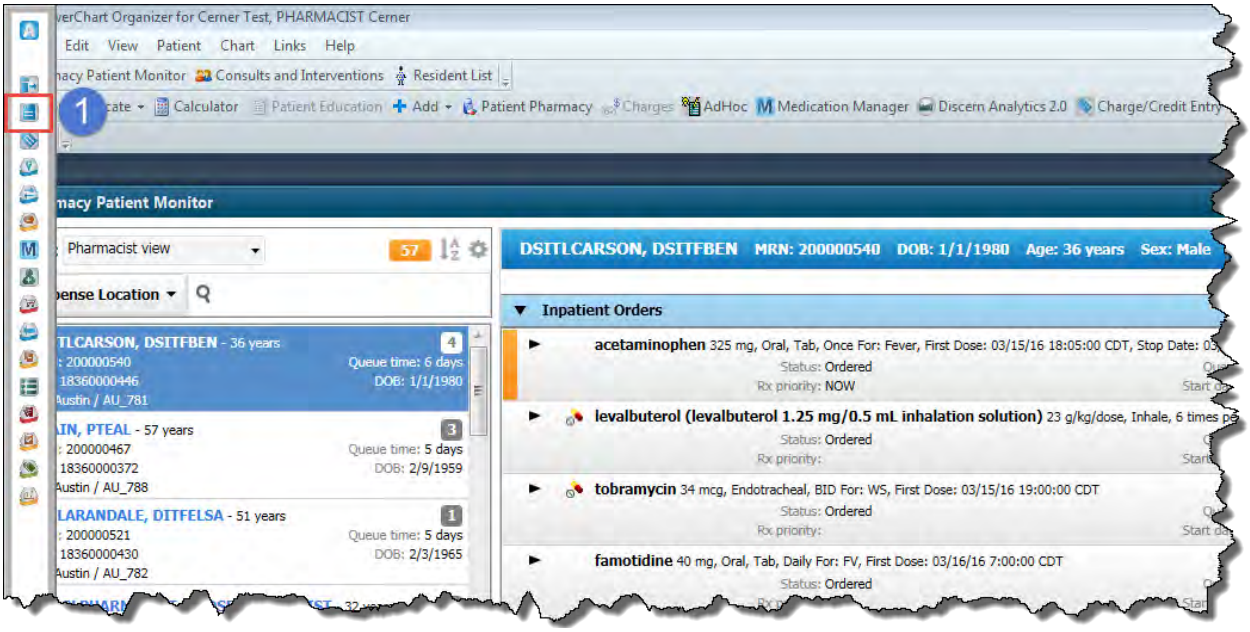
Fill List example

```
                    AUSTIN STATE SUPPORTED LIVING CENTER
Initial                          AU - CASTNER                          Page: 2
Location: AU_779F                                   Prepared: 11-Apr-2016 12:24
Fill Period: 19-Apr-2016 11:01 CDT to 26-Apr-2016 11:00 CDT   Prepared By: SYSTEM
Run No: 5058812
==========================================================================================
AU_779F
==========================================================================================
DADSUMTDOE, JOE                        1836-00004-64
1086-A
------------------------------------------------------------------------------------------
SCH    hydrOXYzine pamoate 25 mg capsule                Dose: 50 mg / 2 cap
                Dispense:   21 x      2.00 EA                    Quantity:_______
         Oral               3 times a day

SCH    lactulose 10 g/15 mL oral syrup 15 mL            Dose: 10 g / 15 mL
                Dispense:   14 x      1.00 EA                    Quantity:_______
         Oral               2 times a day

SCH    lactulose 10 g/15 mL oral syrup 15 mL            Dose: 20 g / 30 mL
                Dispense:    7 x      2.00 EA                    Quantity:_______
         Oral               every day

SCH    lisinopril 20 mg tablet                          Dose: 40 mg / 2 tabs
                Dispense:    7 x      2.00 EA                    Quantity:_______
         Oral               every day

SCH    lithium carbonate 150 mg capsule                 Dose: 150 mg / 1 cap
                Dispense:   14 x      1.00 EA                    Quantity:_______
         Oral               2 times a day

SCH    metFORMIN 500 mg tablet                          Dose: 500 mg / 1 tabs
                Dispense:   14 x      1.00 EA                    Quantity:_______
         Oral               2 times a day

SCH    multivitamin adult tablet                        Dose: 1 tabs
                Dispense:    7 x      1.00 EA                    Quantity:_______
         Oral               every day

SCH    phenytoin extended-release 100 mg capsul         Dose: 300 mg / 3 cap
                Dispense:    7 x      3.00 cap                   Quantity:_______
         Oral               every morning                 08-Jun-2016 20:59

==========================================================================================
Filled By:          _________
Checked By:         _________
Number of Doses:    _________
```

Fill List example

Batch Report

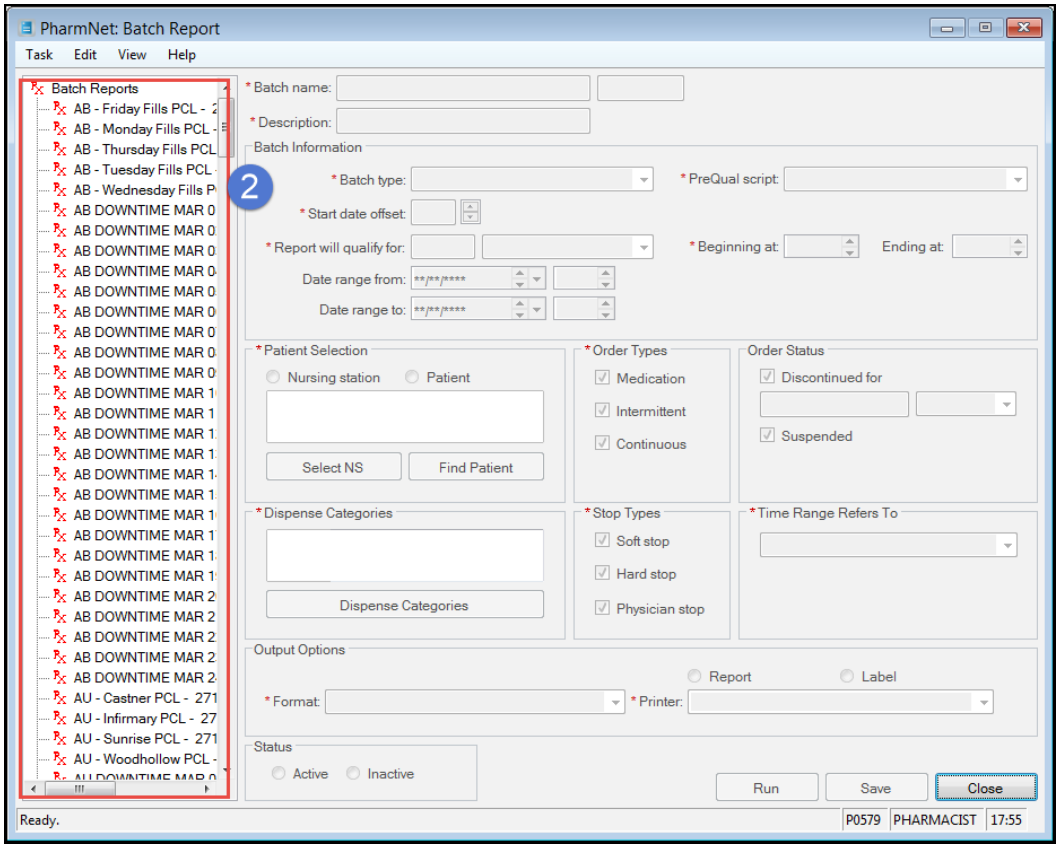
Use the **Appbar** to access the **Batch Report** application



Appbar

1. Click Batch Report icon ( ).

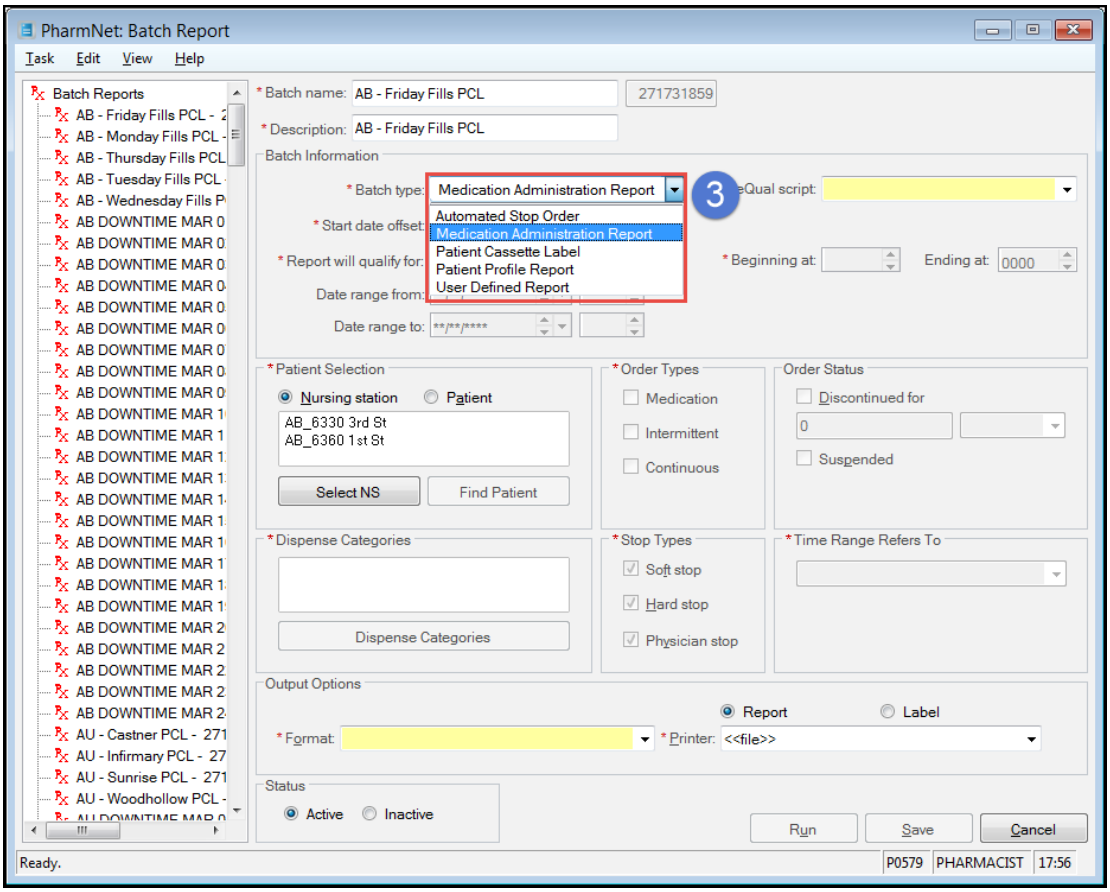
The PharmNet: Batch Report window displays.



PharmNet: Batch Report Window

2. Select a report from the **Batch Reports** list.

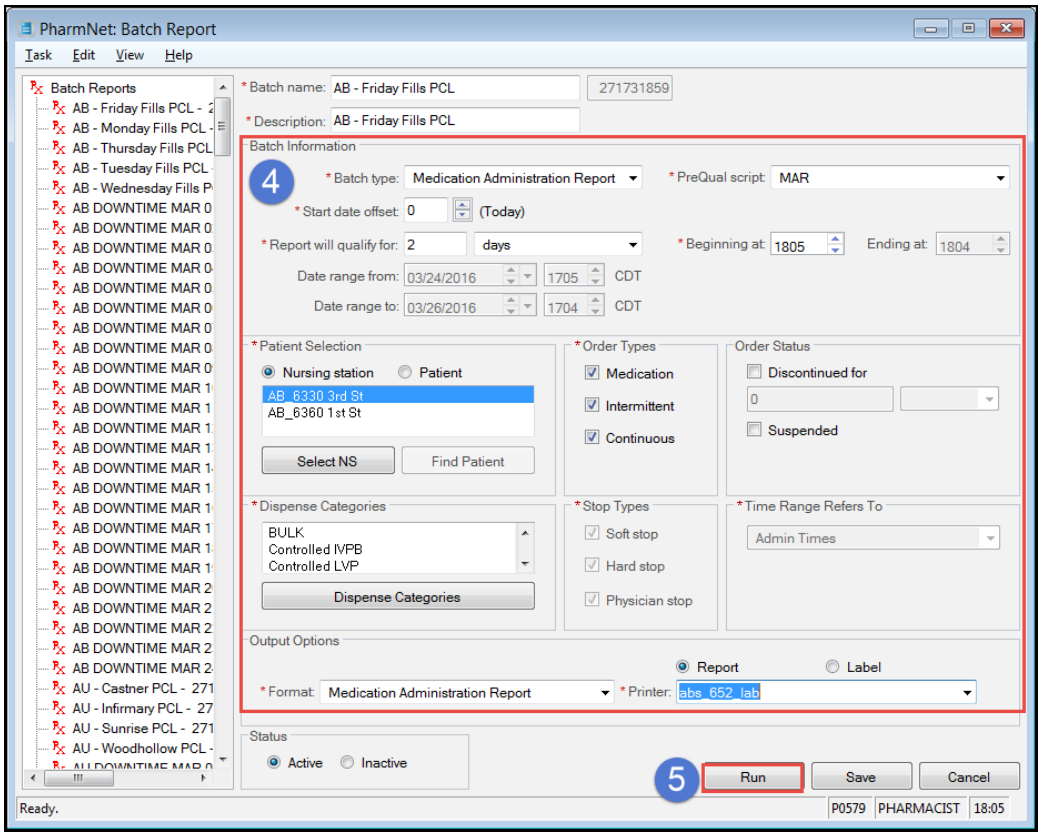
The window refreshes and displays a **Batch Name**, with additional fields active.



PharmNet: Batch Report Window: Select Batch Type

3. Select a batch type from the **Batch Type** drop-down menu.

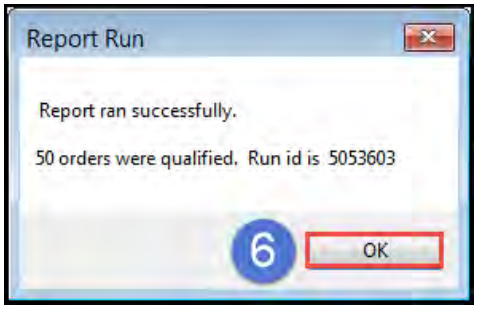
Additional fields are active and/or required based upon the batch type selected.



PharmNet: Batch Report Window: Additional Fields

4. Complete fields as applicable to the desired report.
5. Click **Run**.

The **Report Run** confirmation pop-up window displays.

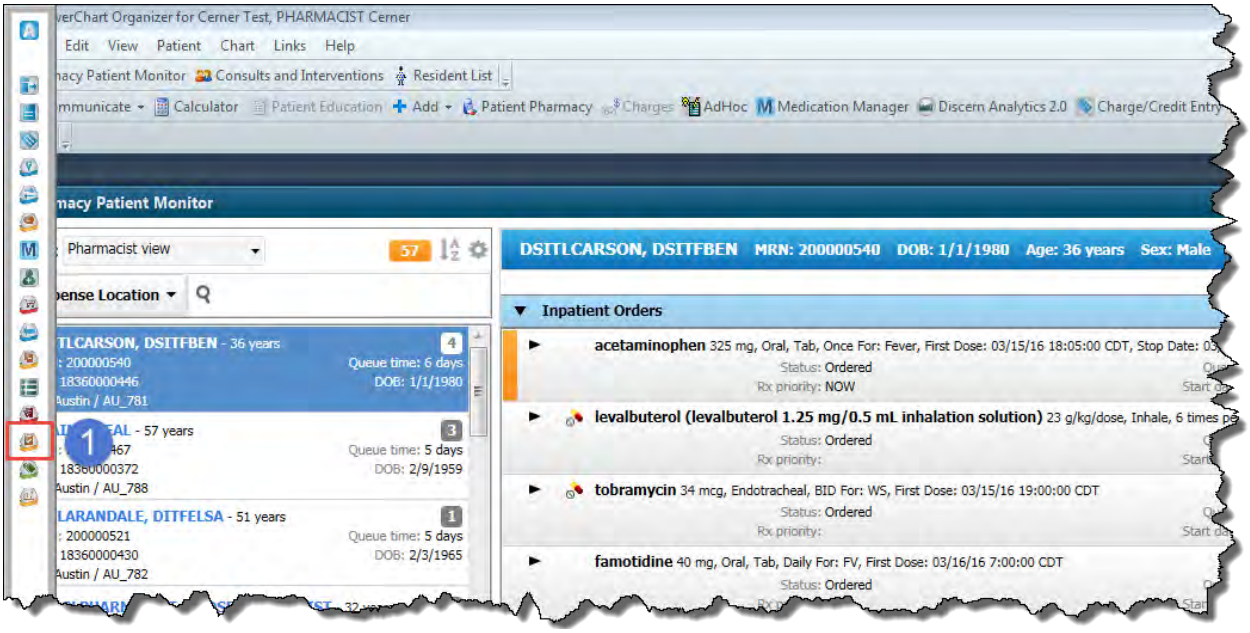


Report Run Confirmation Pop-Up Window

6. Click **OK**.

Transaction Audit Browser

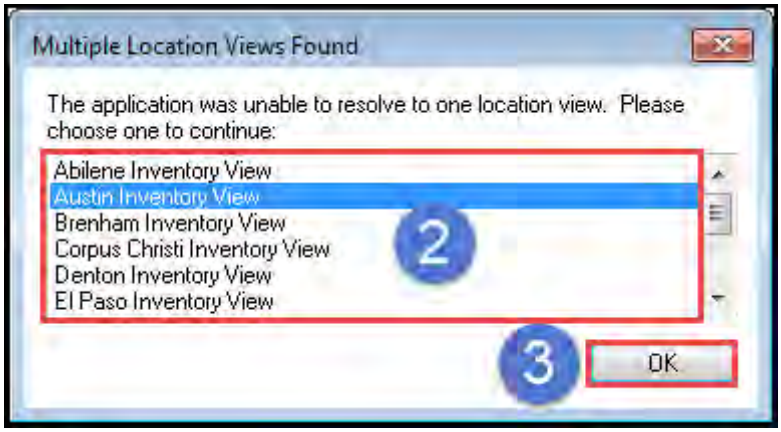
Use the **Appbar** to access the **Transaction Audit Browser** application



Appbar

1. Click the Transaction Audit Browser icon ( ).

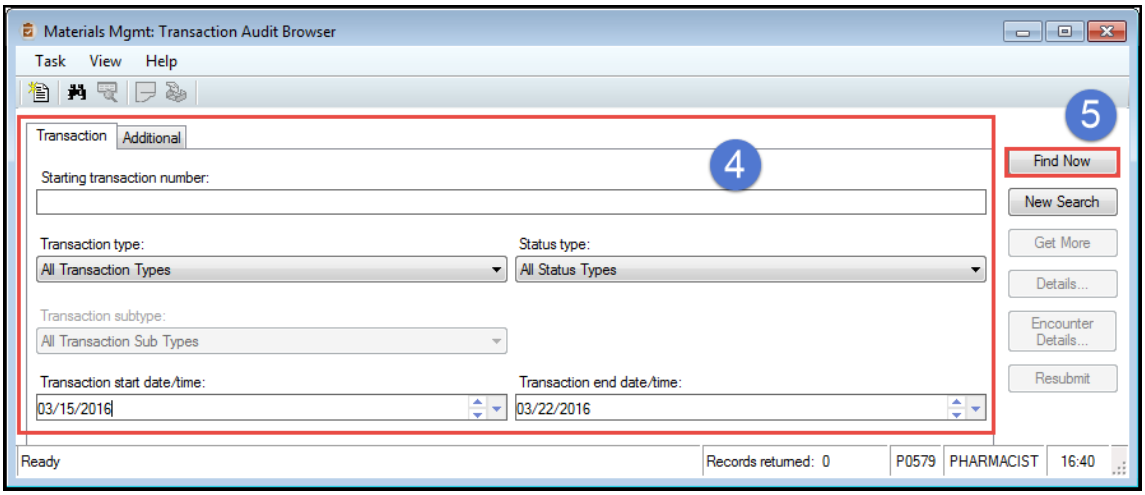
The Multiple Location Views Found pop-up window displays.



Multiple Location Views Found Pop-Up Window

2. Select a location view.
3. Click **OK**.

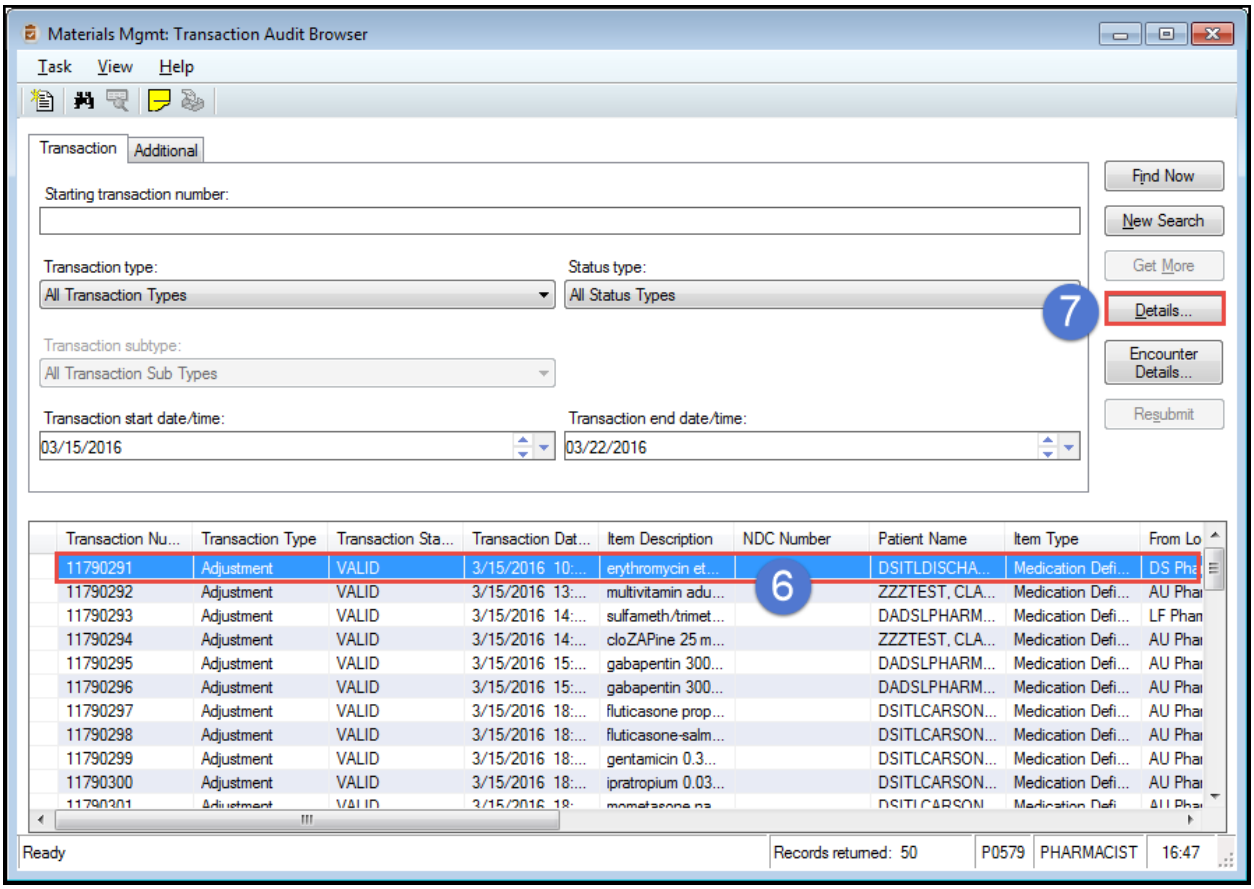
The Materials Mgmt: Transaction Audit Browser window displays.



Materials Mgmt: Transaction Audit Browser Window

4. Enter the criteria in the window.
5. Click Find Now.

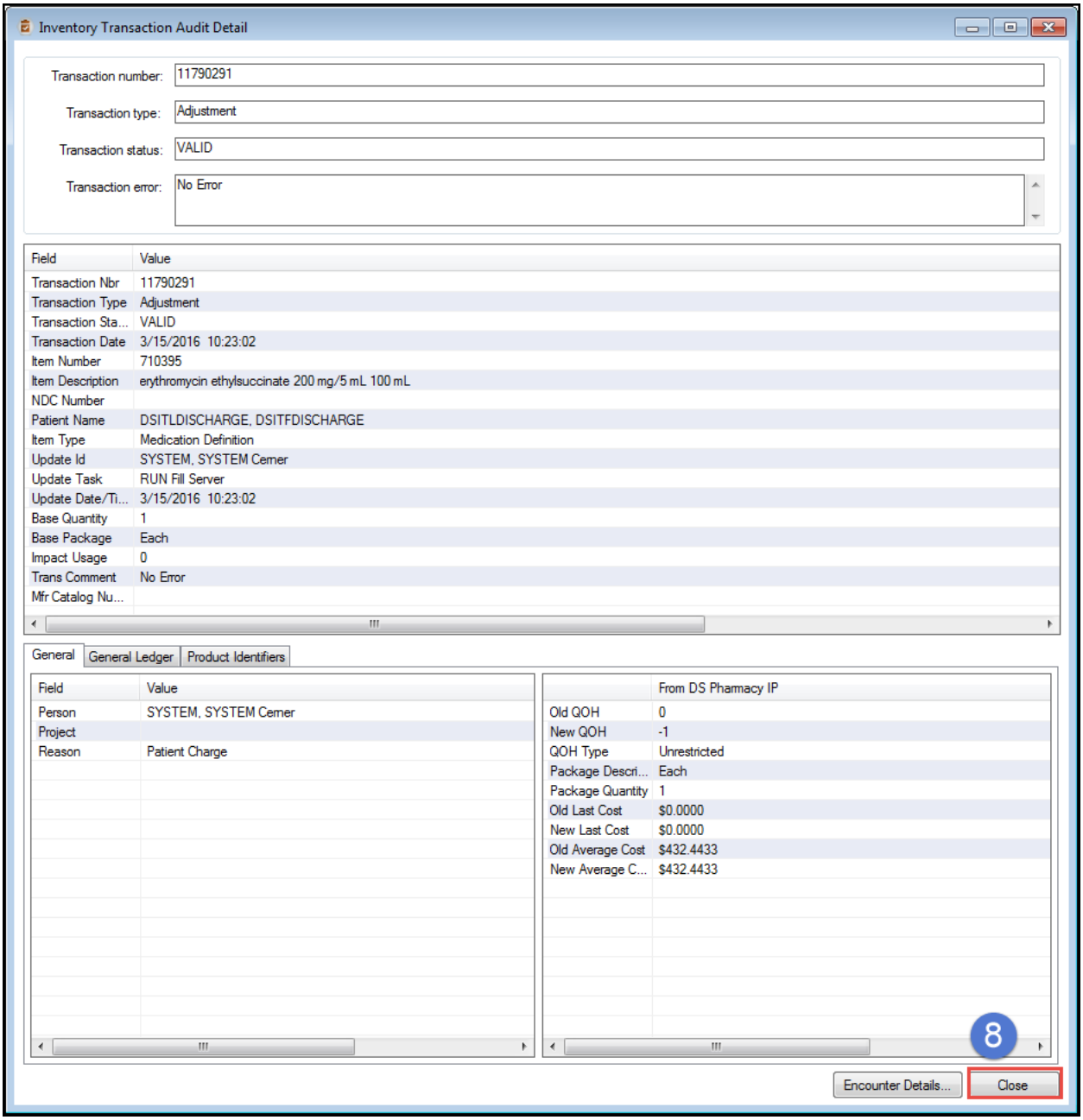
The transactions display below on the **Materials Mgmt: Transaction Audit Browser** window



Materials Mgmt: Transaction Audit Browser Window with Transactions Displayed

6. To view transaction detail, click on a transaction to select it.
7. Click Details…

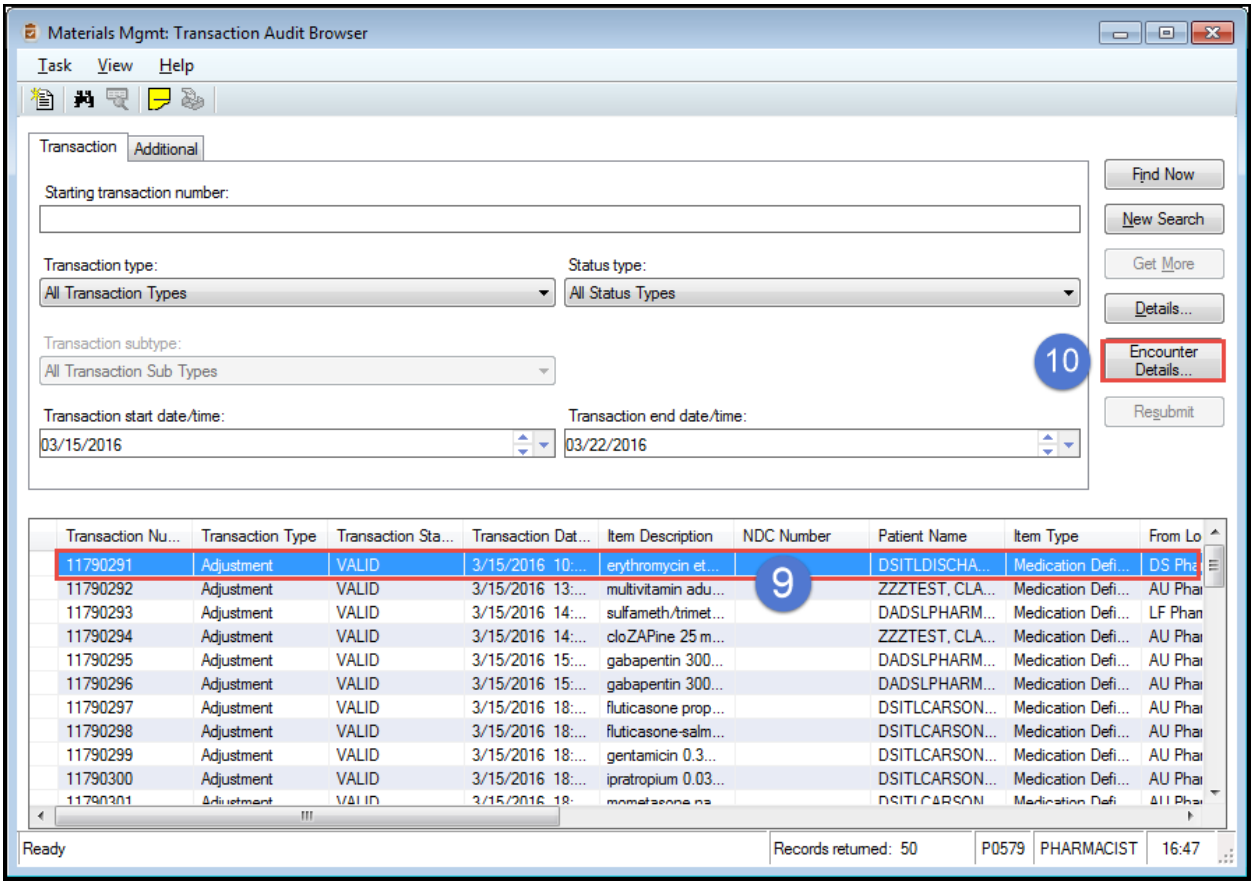
The Inventory Transaction Audit Detail pop-up window displays.



The Inventory Transaction Audit Detail pop-up window displays.

8. Click the **Close** to close the pop-up window.

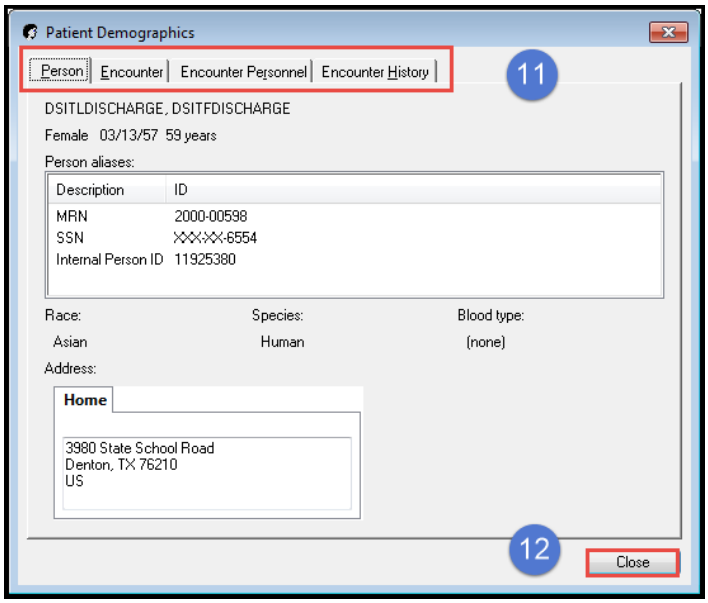
The Materials Mgmt: Transaction Audit Browser pop-up window displays.



Materials Mgmt: Transaction Audit Browser Window

9. To view encounter detail, click on a transaction to select it.
10. Click **Encounter** Details.

The **Patient Demographics** pop-up window displays.

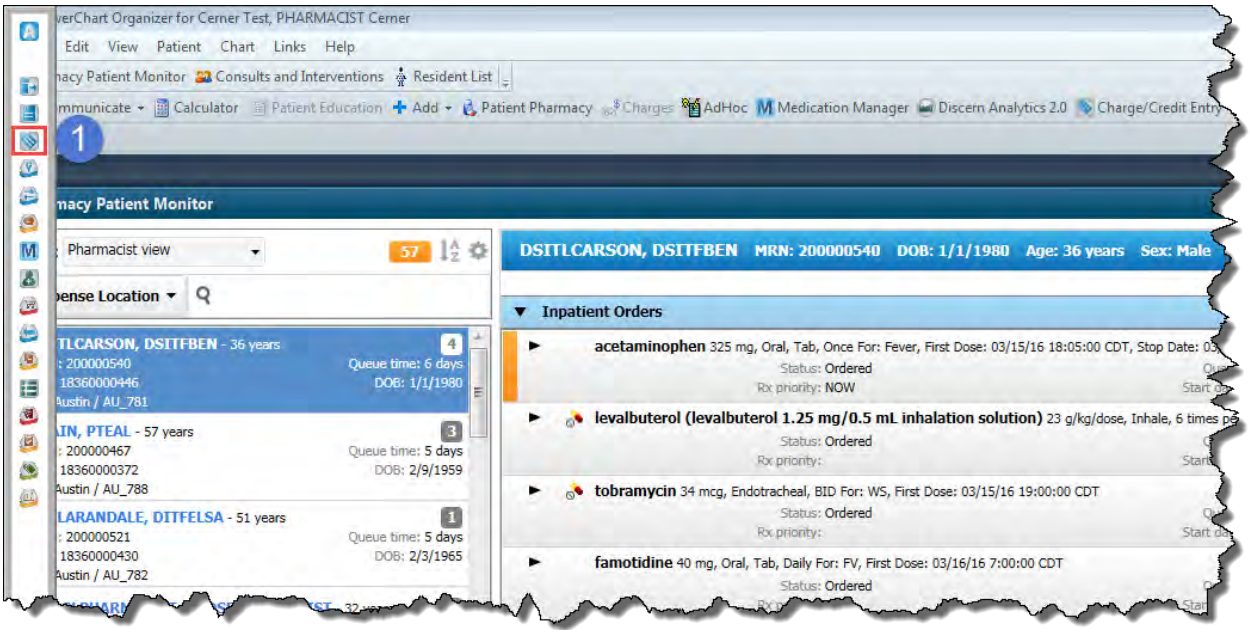


Patient Demographics Pop-Up Window

11. Click the tabs to view more information.
12. Click **Close** to close the pop-up window.

Charge/Credit

Use the **Appbar** to access the **Charge/Credit** application.

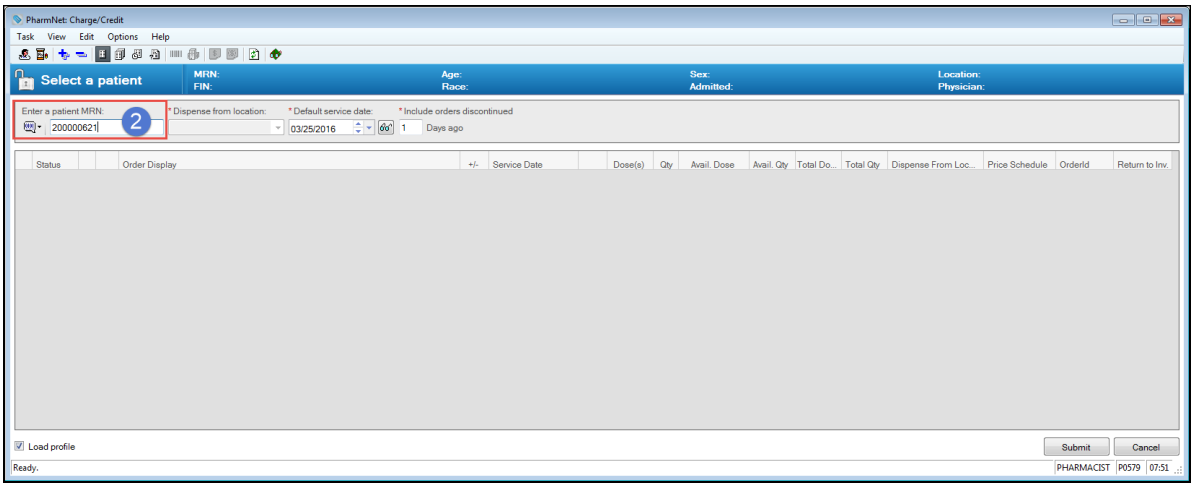


Appbar

1. Click the **Charge/Credit** icon ( ).

> **Note ▶** Another method of accessing this application is to click Charge/Credit Entry on the Resident Toolbar in Powerchart.
>
> Charge/Credit Entry

The PharmNet: Charge/Credit window displays.

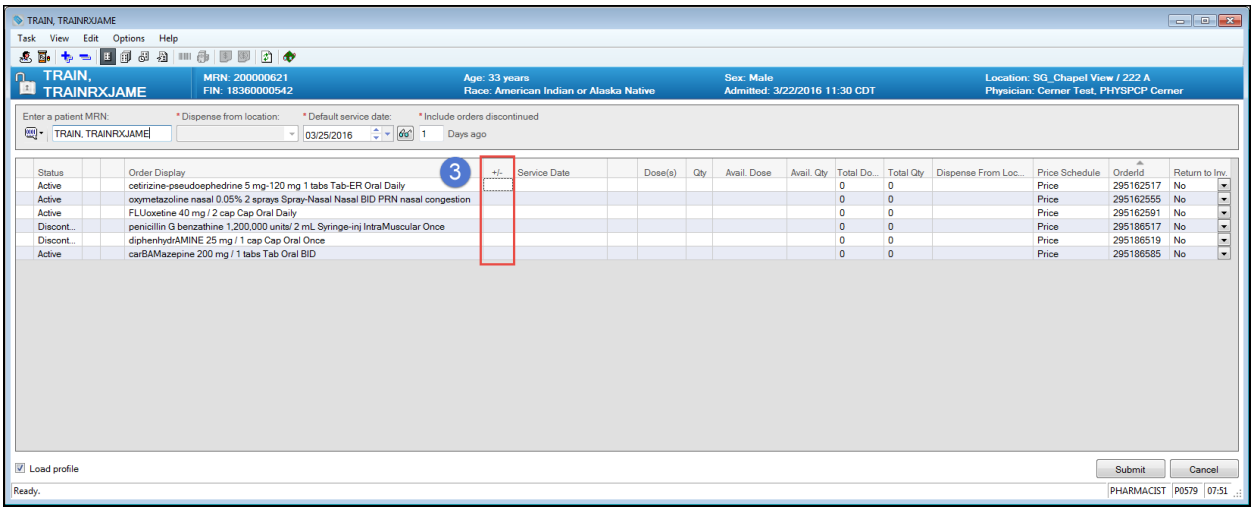


PharmNet: Charge/Credit Window

2. Enter the resident's MRN in the **Enter a patient MRN** field. Complete any other relevant fields and then press the Enter key on your keyboard.

Note ▶ Medication is charged upon administration.

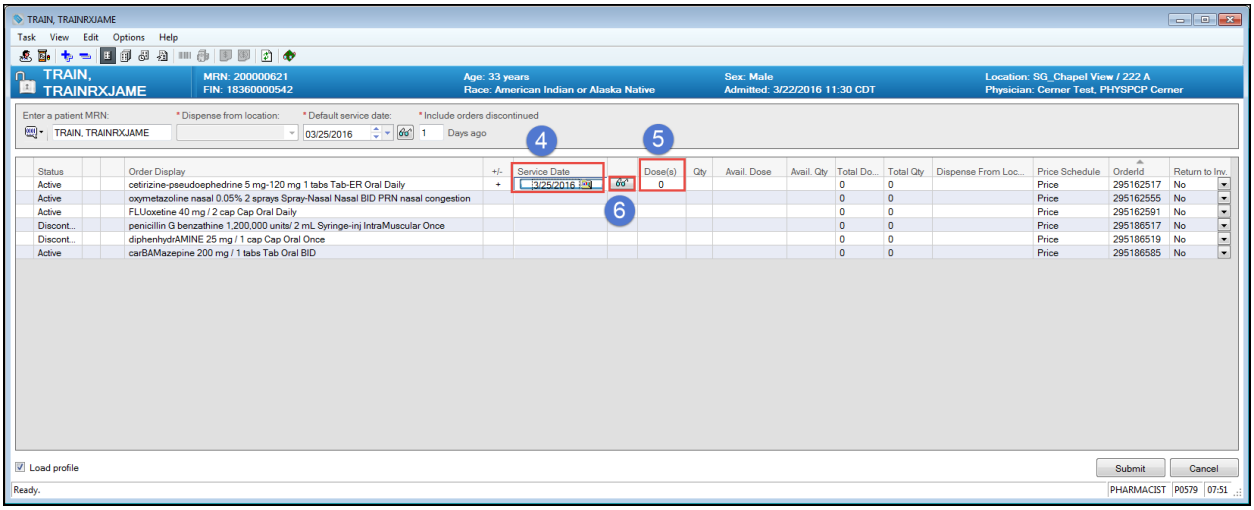
The window refreshes to display the search results.



PharmNet: Charge/Credit Window

3. Click once in the **+/-** column to add a charge. A charge is indicated by a plus sign (+). Click twice to add a credit. A credit is indicated by a minus sign (-). Continue this process for all impacted orders.

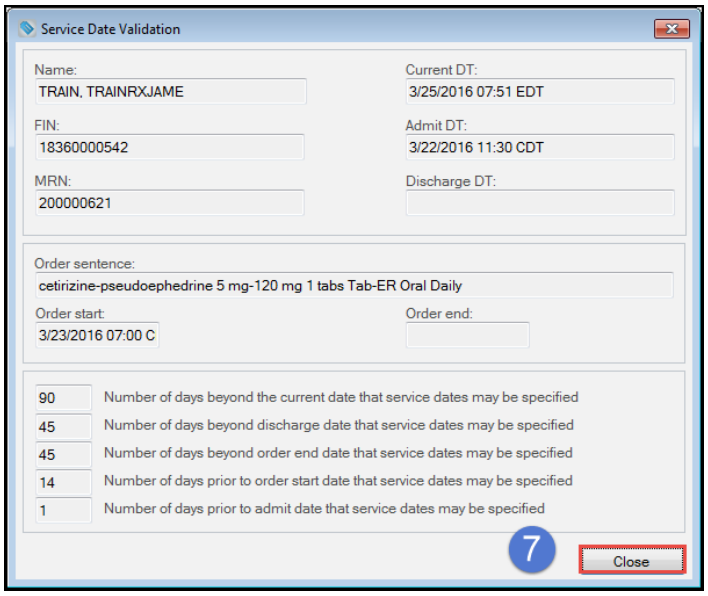
The **Service Date** field populates with the current date and the **Doses** field is now **0**.



PharmNet: Charge/Credit Window

4. Update the **Service Date**, if necessary.
5. Type the number of doses in the **Dose** column.
6. To view the **Service Date Validation** pop-up window, click the glasses icon ( ).

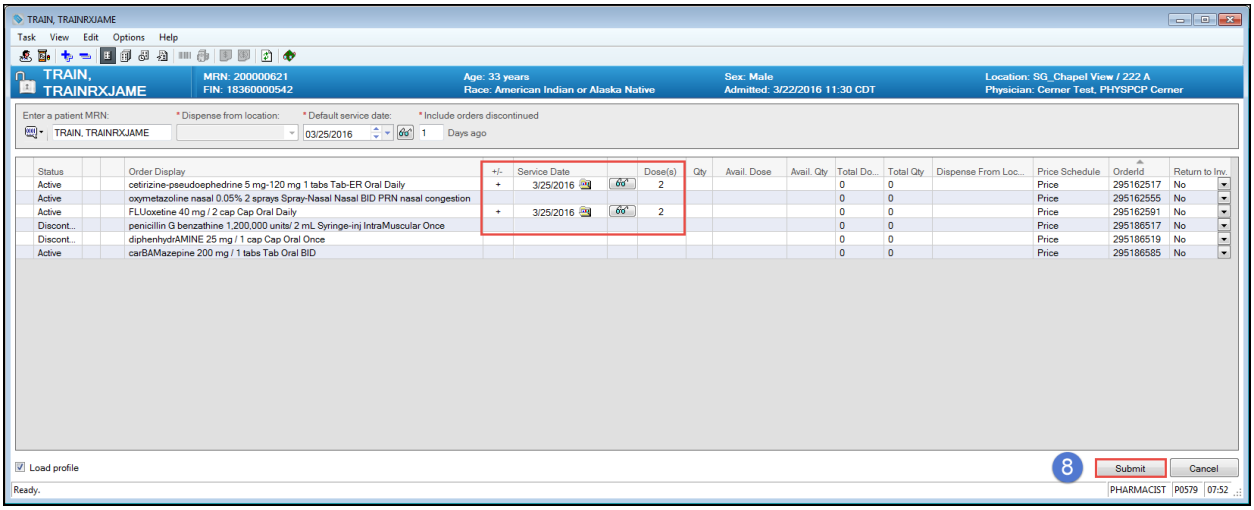
The **Service Date Validation** pop-up window displays.



Service Date Validation Pop-Up Window

7. View the information on the screen, then click **Close**.

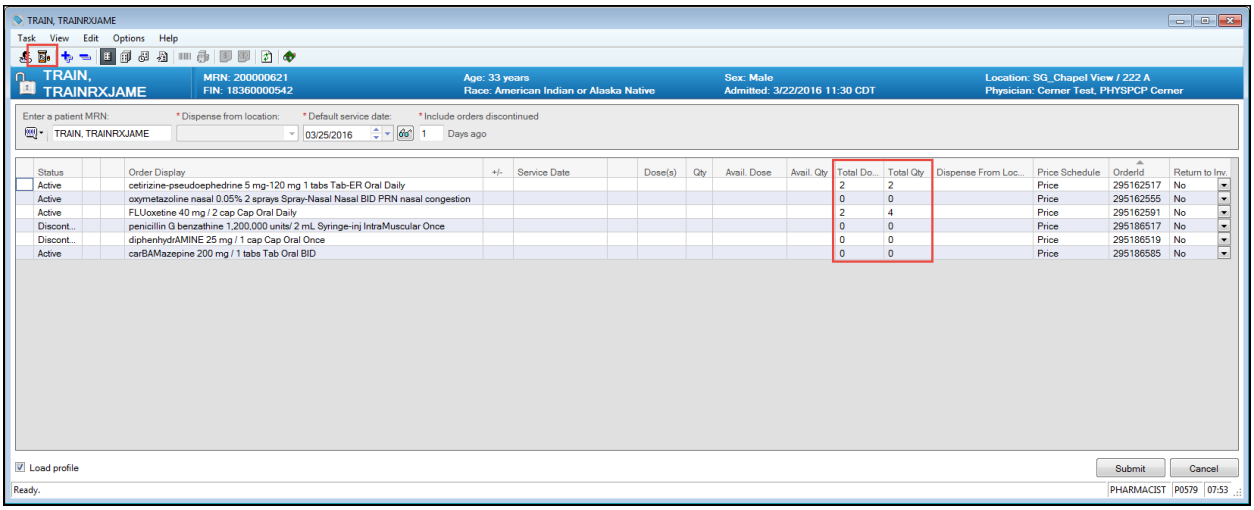
The PharmNet: Charge/Credit window displays.



PharmNet: Charge/Credit Window

8. Click **Submit** to submit the charges and/or credits.

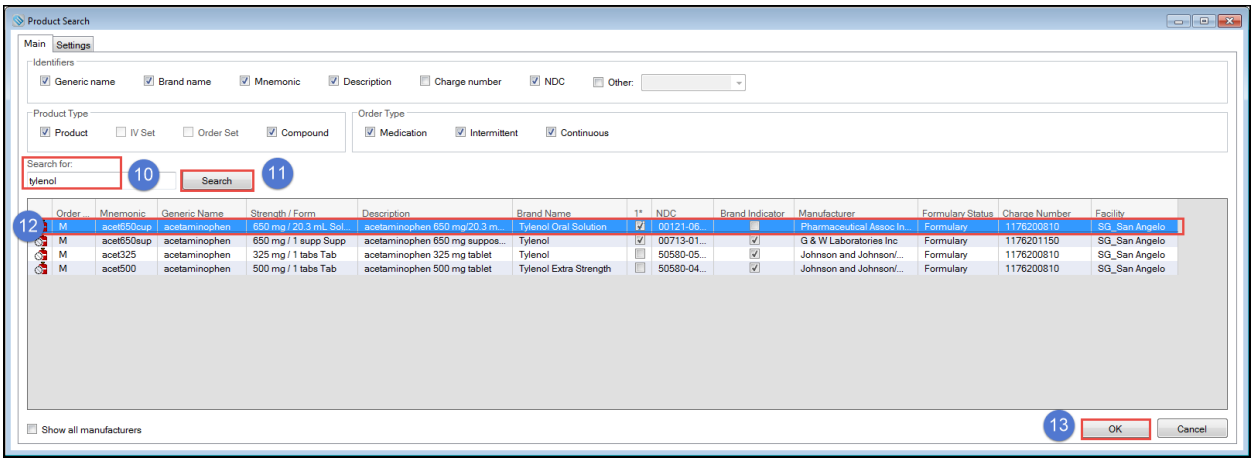
The **PharmNet: Charge/Credit** window refreshes with **Total Doses and Total Quantity** fields update to reflect the doses entered.



PharmNet: Charge/Credit Window: Total Doses and Total Quantity Updated

9. Click the Add New Charge icon ( ) to add a new charge.

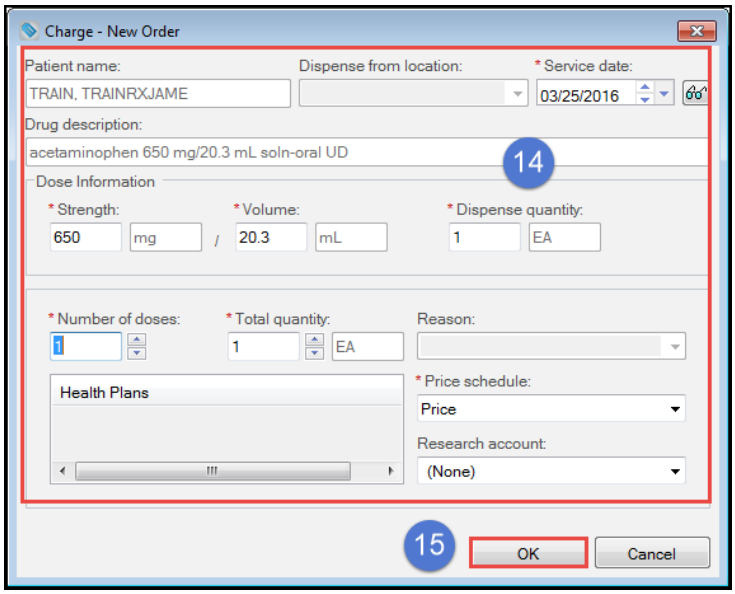
The **Product Search** pop-up window displays.



Product Search Pop-Up Window

10. Type the product name in the **Search** field.
11. Click **Search**.
12. Select the product from the list that displays.
13. Click **OK**.

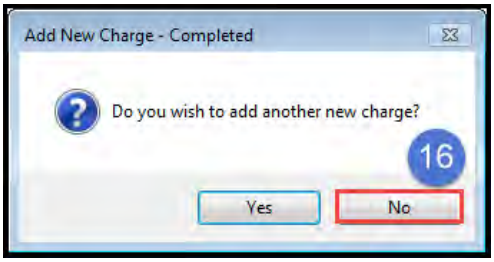
The **Charge – New Order** pop-up window displays.



Charge – New Order Pop-Up Window

14. Complete the required fields.
15. Click **OK**

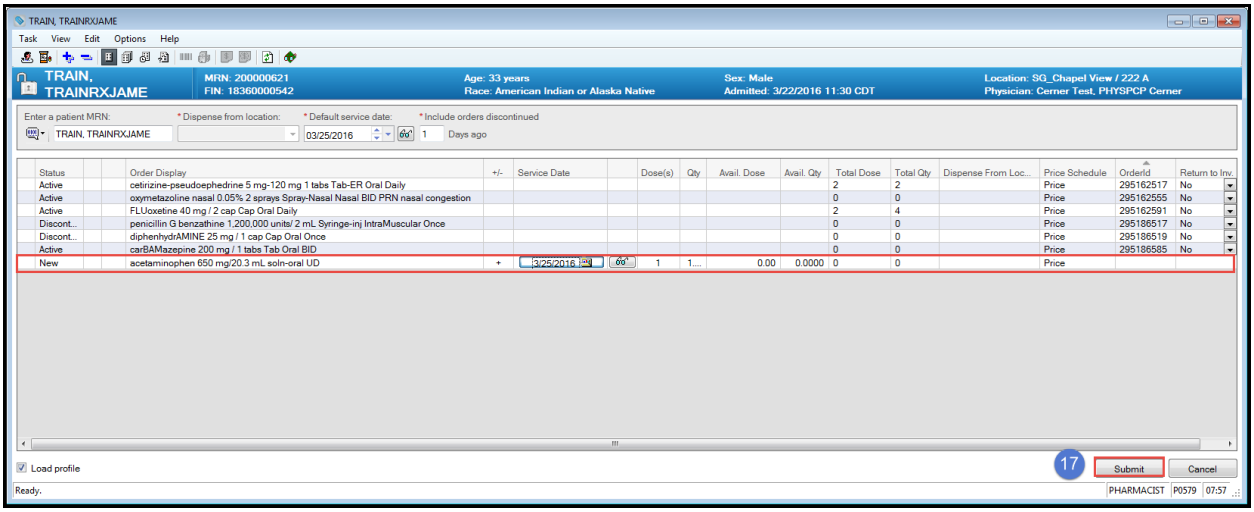
The **Add New Charge – Completed** pop-up window displays.



Add New Charge – Completed Pop-Up Window

16. Click **No**.

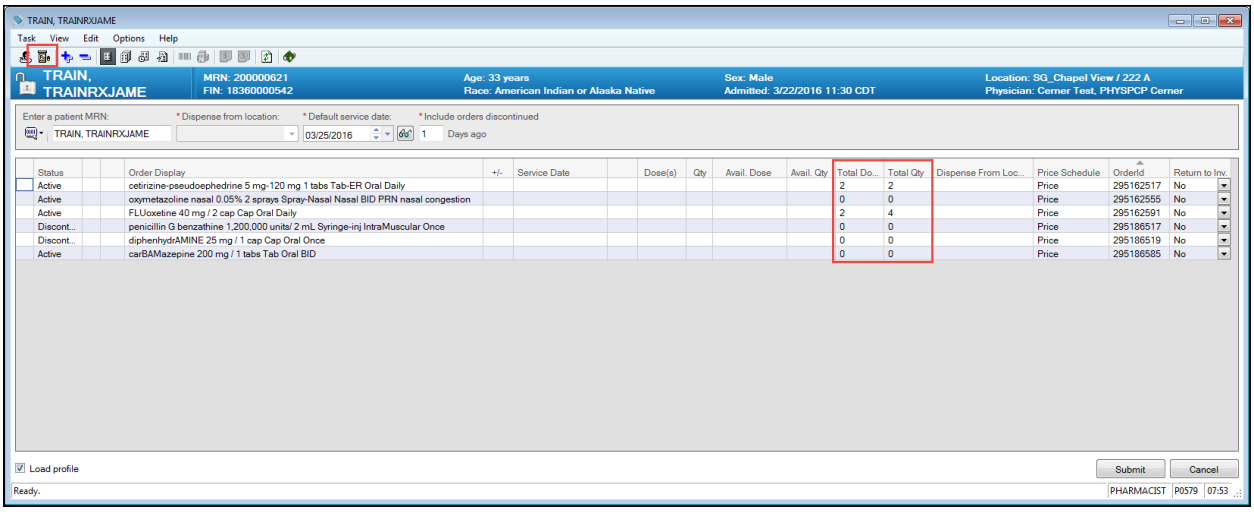
The **PharmNet: Charge/Credit** window displays the additional product.



PharmNet: Charge/Credit Window

17. Click **Submit**.

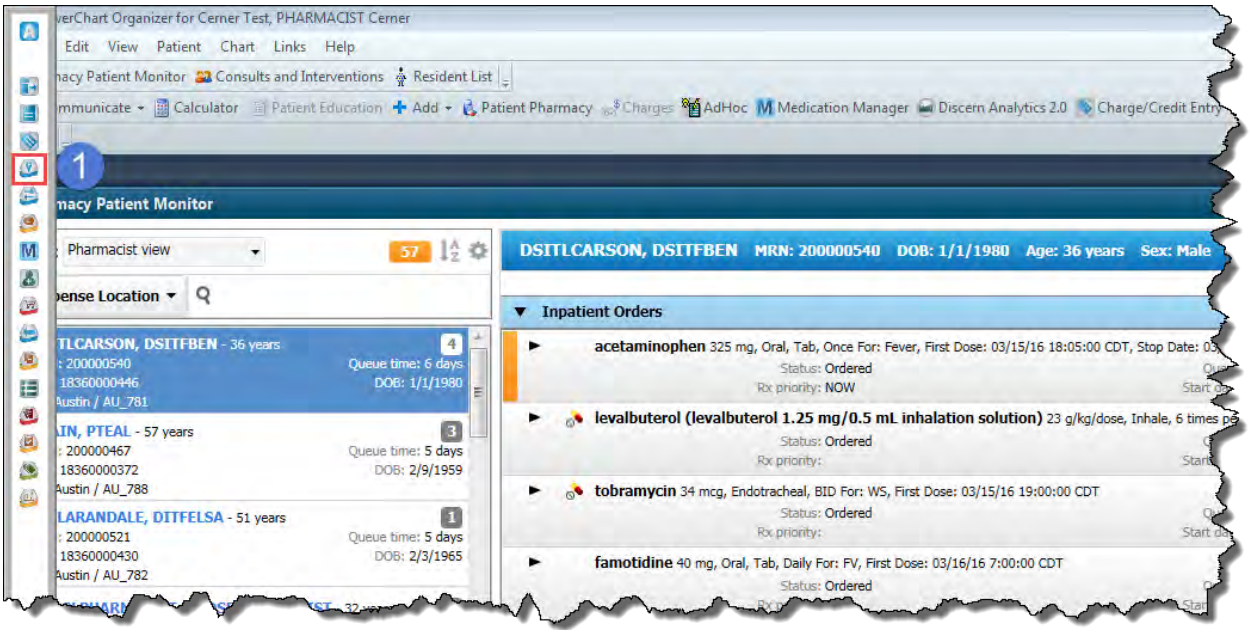
The **PharmNet: Charge/Credit** window refreshes with **Total Doses and Total Quantity** fields update to reflect the doses entered.



PharmNet: Charge/Credit Window: Total Doses and Total Quantity Updated

DB Item Location Maintenance

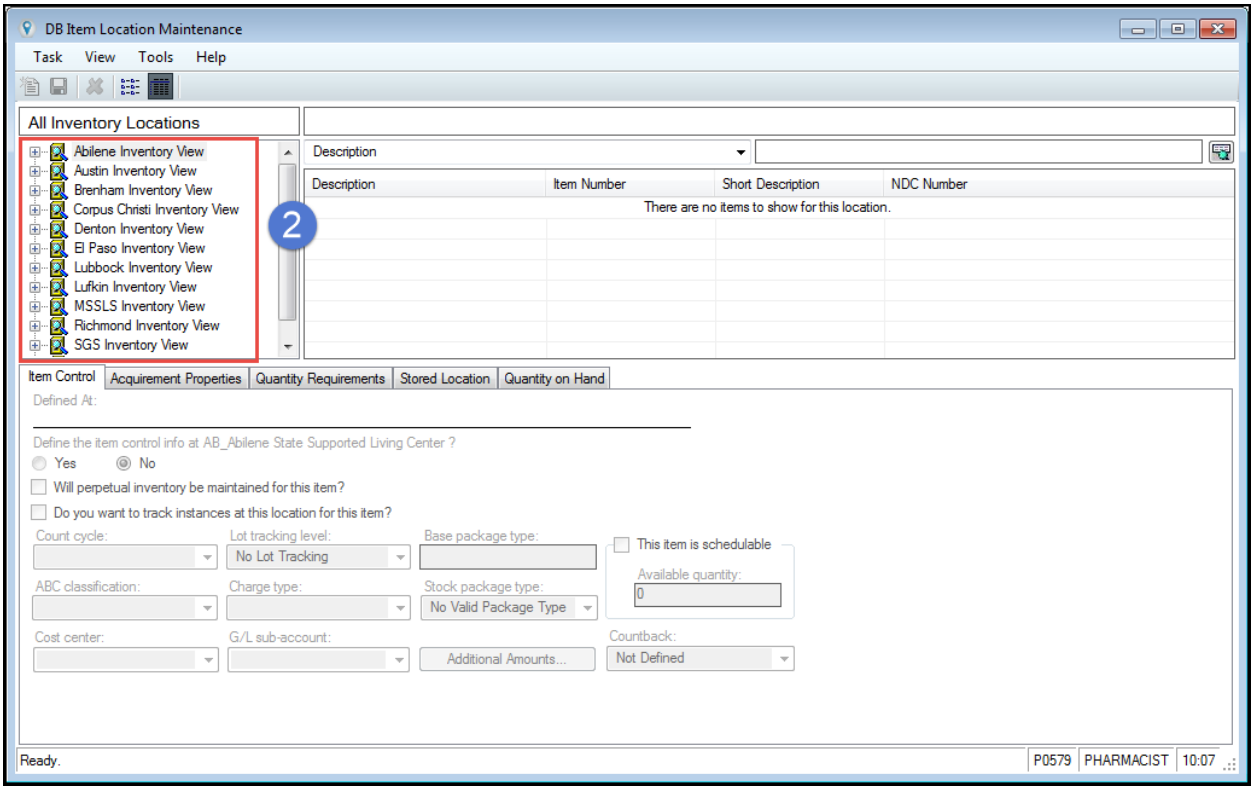
Use the **Appbar** to access the **DB Item Location Maintenance** application.



Appbar

1. Click the DB Item Location Maintenance icon ( ).

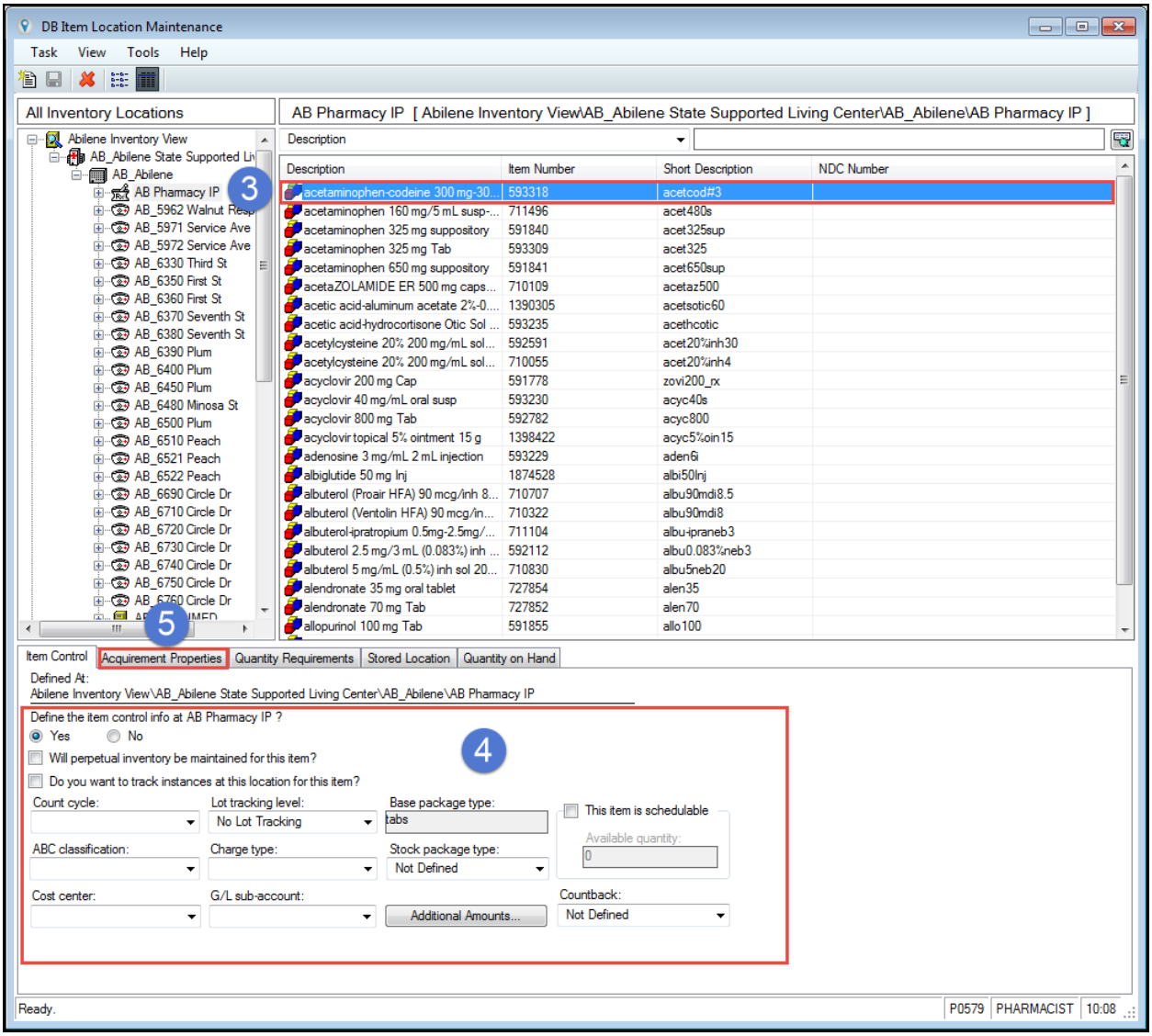
The DB Item Location Maintenance window displays.



DB Item Location Maintenance Window

2. Click on the plus sign (**+**) next to an **Inventory Location** to view more options. Continue to click the plus signs (+) to navigate to the desired locations.

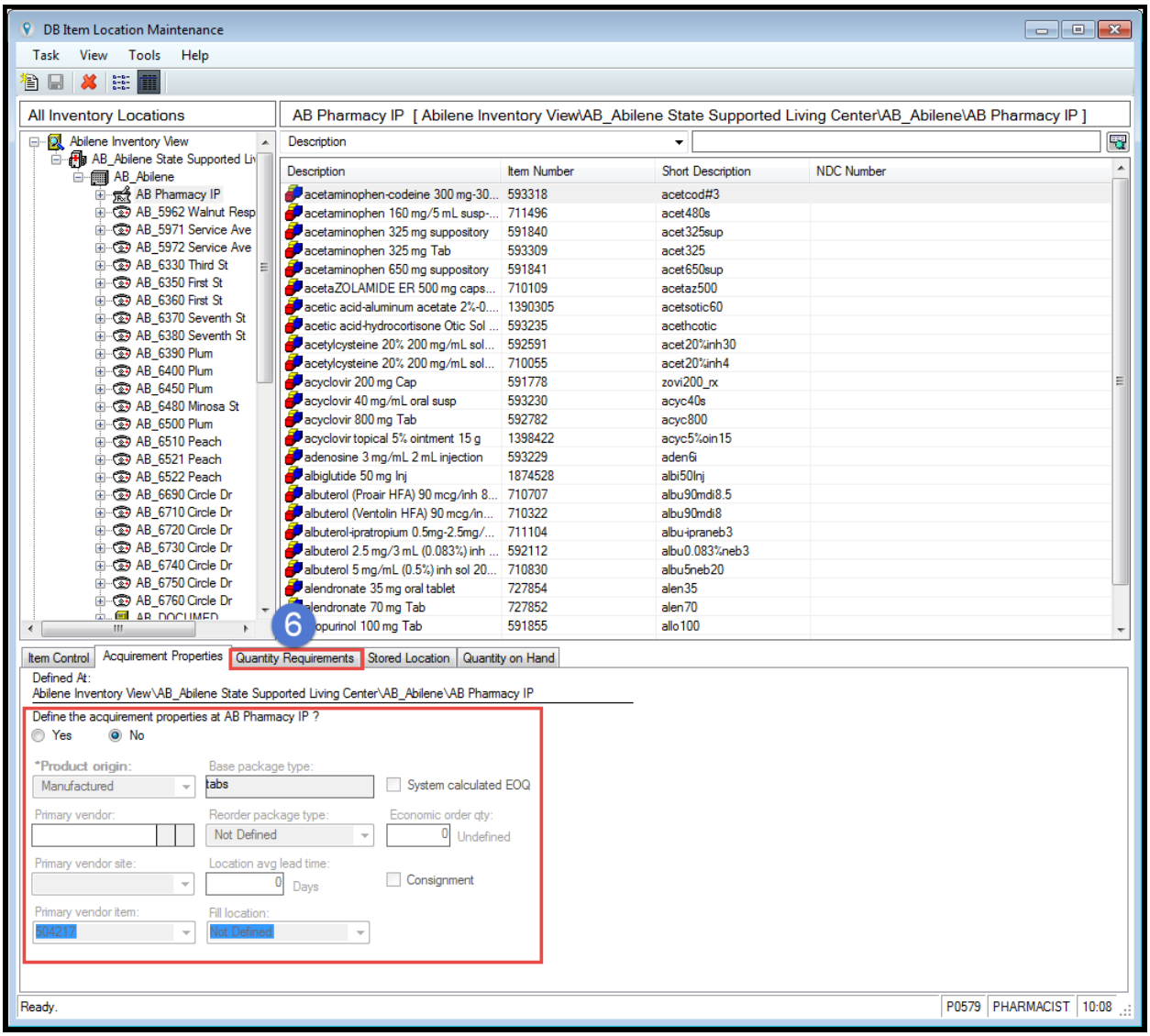
The inventory for the selected location displays.



DB Item Location Maintenance Window

3. Click the desired **Description**.
4. The **Item Control** information displays at the bottom of the window.
5. Click the Acquirement Properties tab.

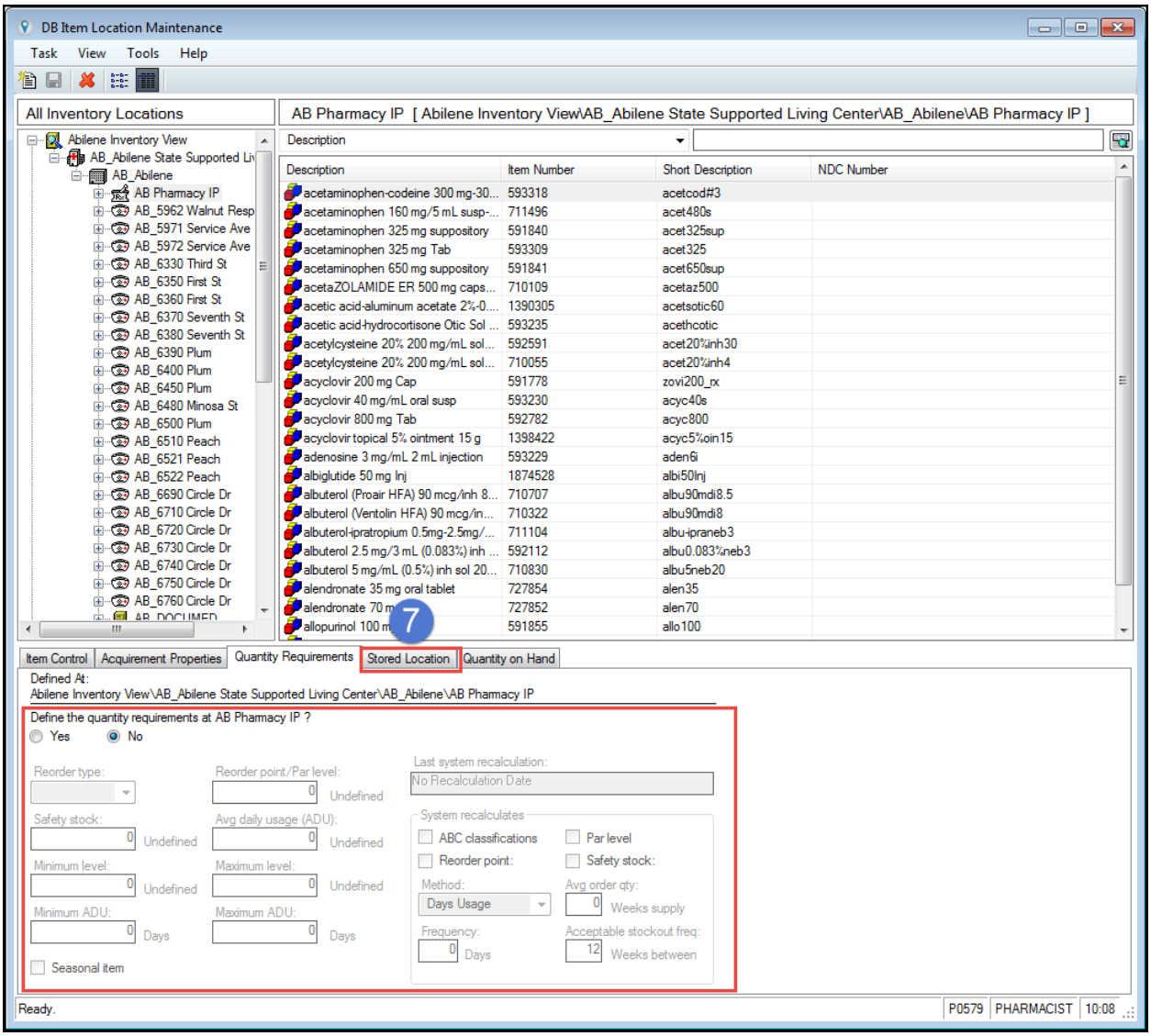
The **Acquirement Properties** information displays at the bottom of the window.



DB Item Location Maintenance Window: Acquirement Properties

6. Click the Quantity Requirements tab.

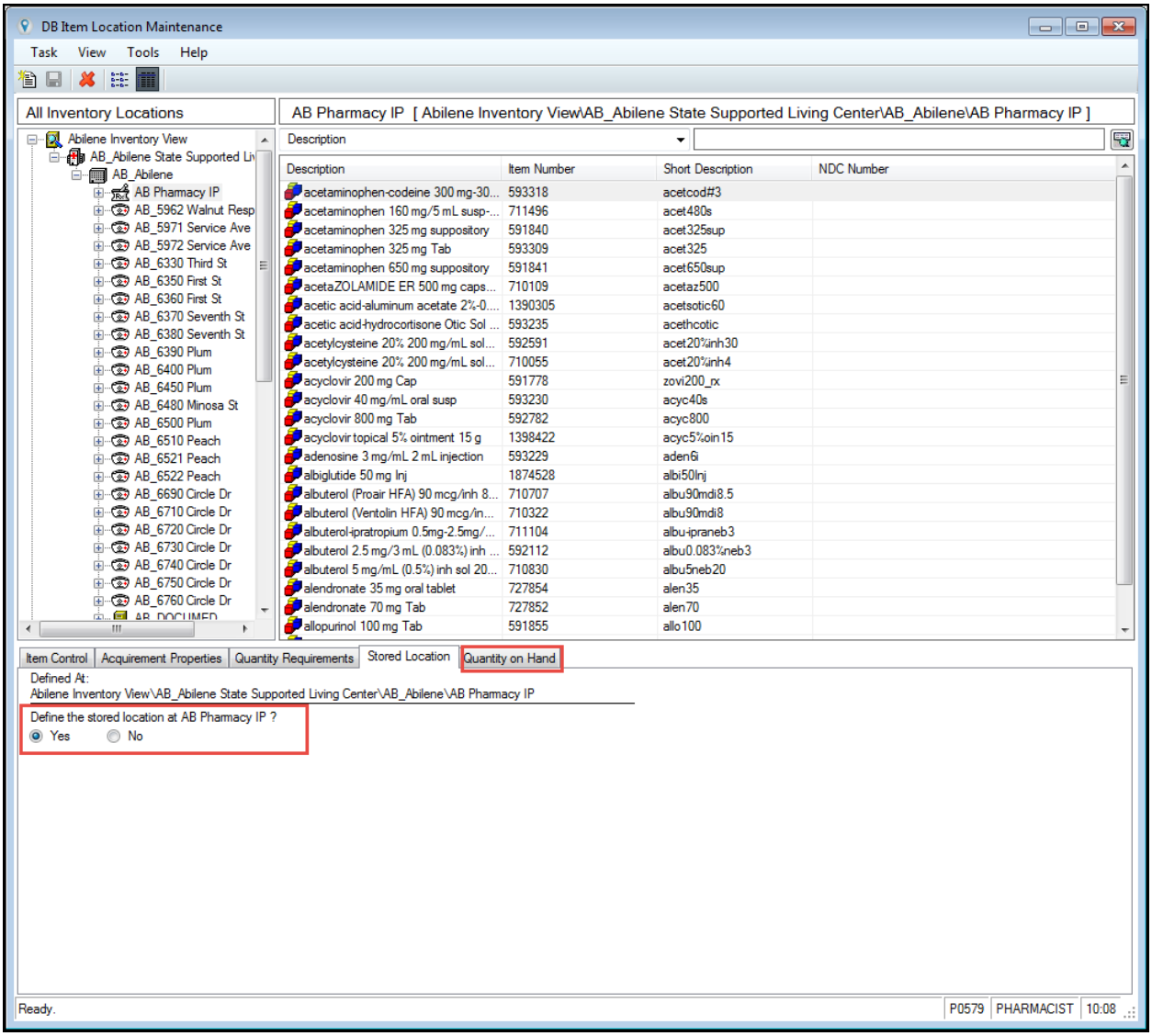
The **Quantity Requirements** information displays at the bottom of the window.



DB Item Location Maintenance Window: Quantity Requirements

7. Click the **Stored Location** tab.

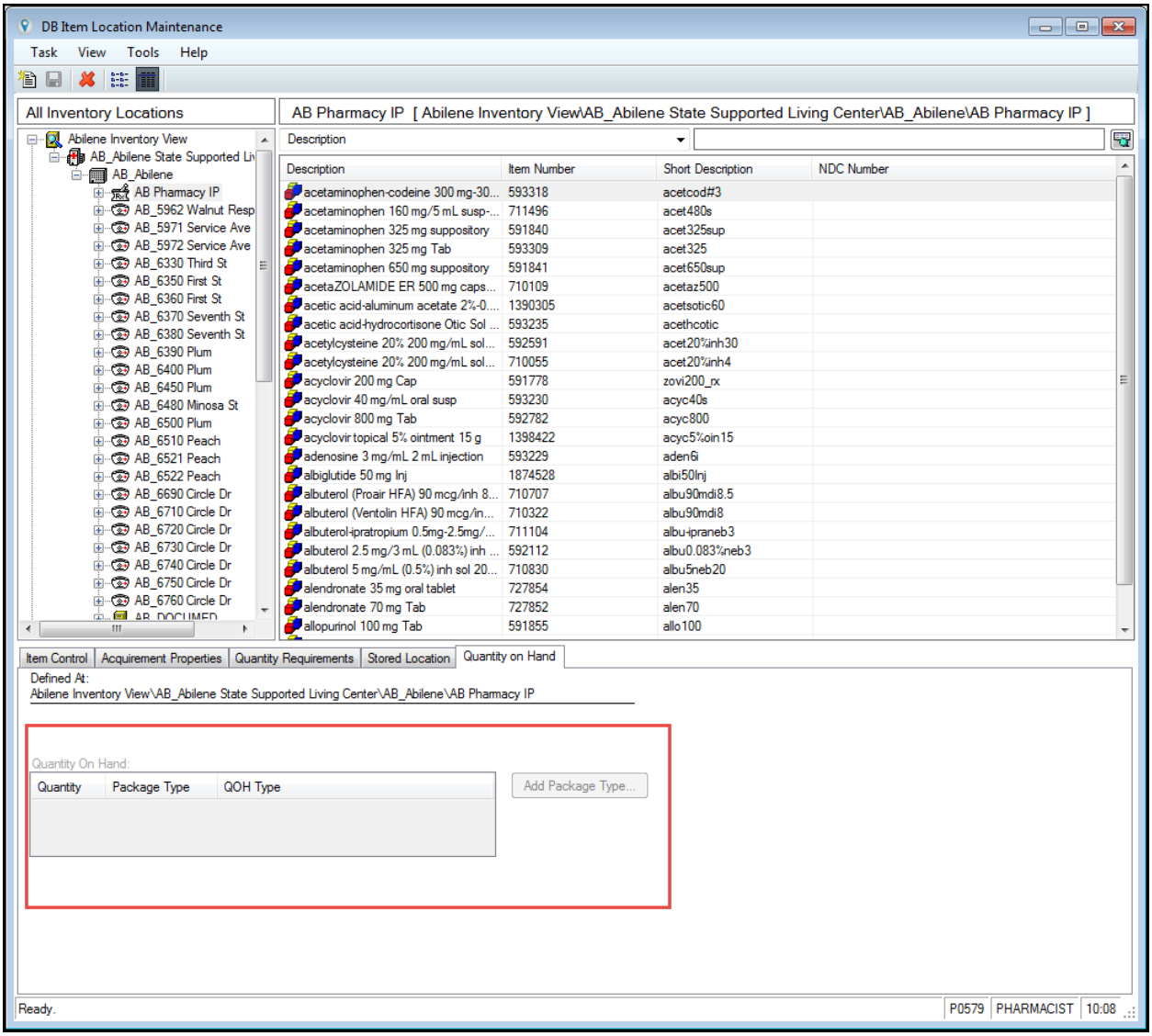
The **Stored Location** information displays at the bottom of the window.



DB Item Location Maintenance Window: Stored Location

8. Click the Quantity on Hand tab.

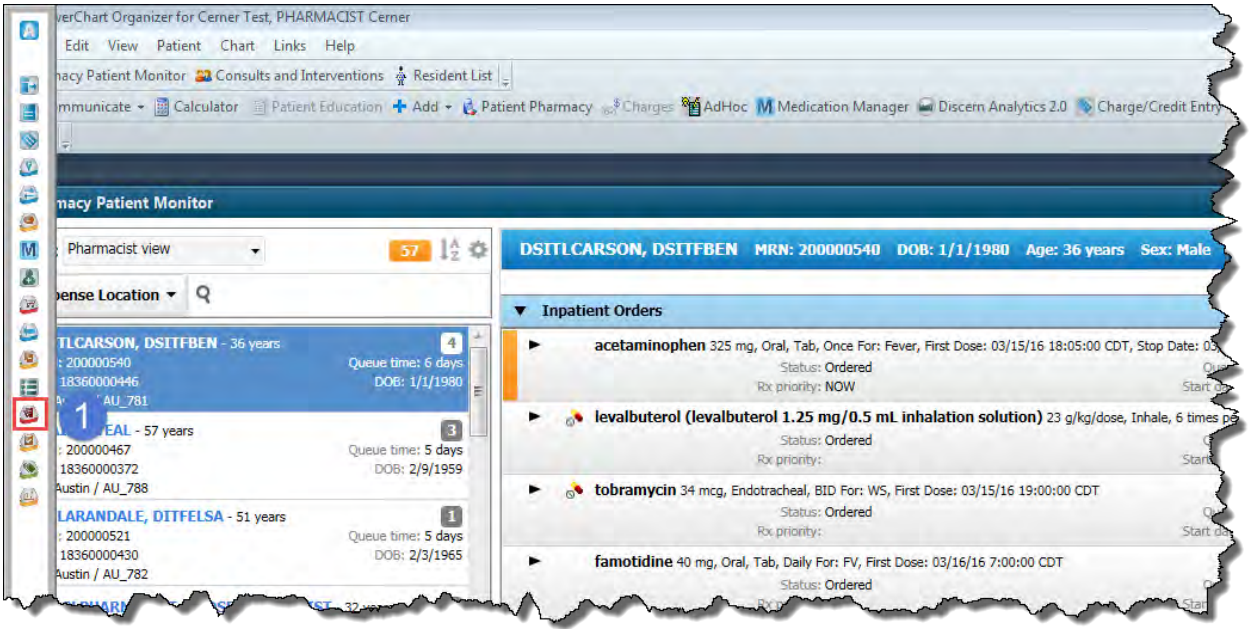
The **Quantity on Hand** information displays at the bottom of the window.



DB Item Location Maintenance Window: Quantity on Hand

Requisition

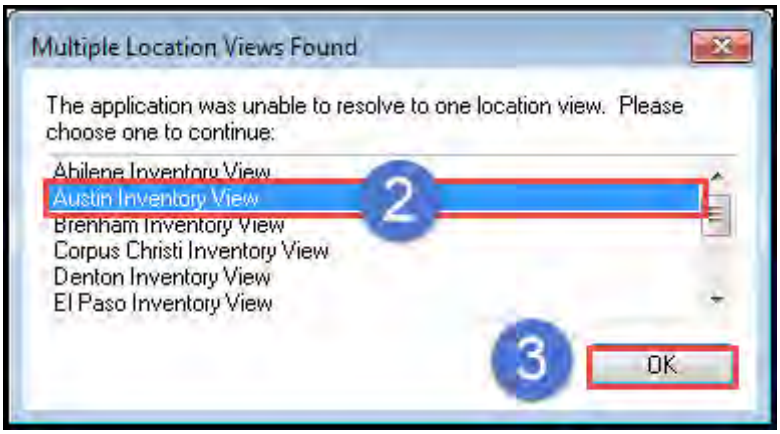
Use the **Appbar** to access the **Requisition** application.



Appbar

1. Click the Requisition icon ( ).

The **Multiple Locations View Found** pop-up window displays.



Multiple Location Views Found Pop-Up Window

2. Select the desired location view.
3. Click **OK**.

The **New Requisition** window displays.

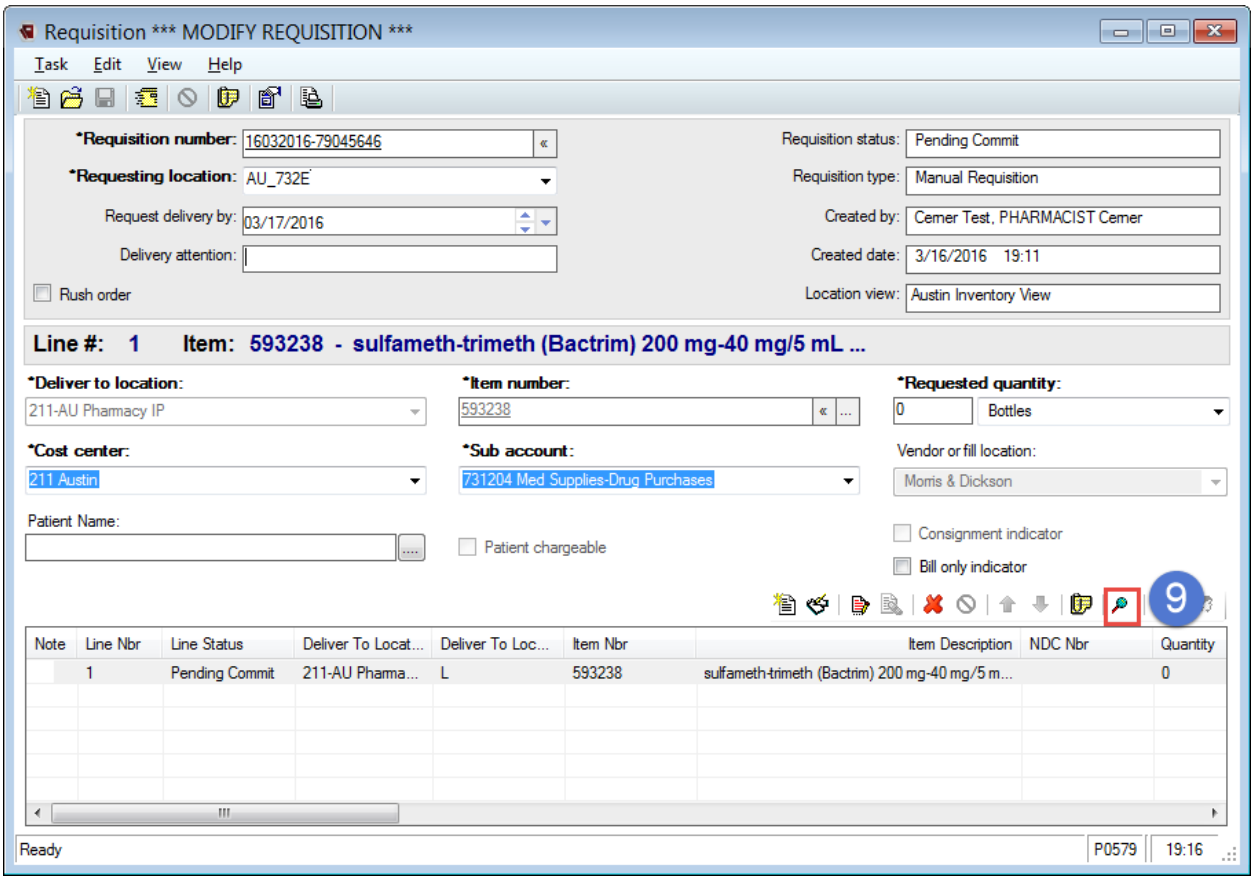
New Requisition Window

4. Click the **New Requisition** icon ( ).
5. Select your Requesting location.
6. In the **Item number** field, type your **Item number.**

> **Note ►** If the item number is unknown, click the ellipses (…) to search for the product by name.

7. In the **Requested quantity** field, enter quantity.
8. Click the **Save Requisition** icon ( ).

The **Requisition: Modify Requisition** window displays.

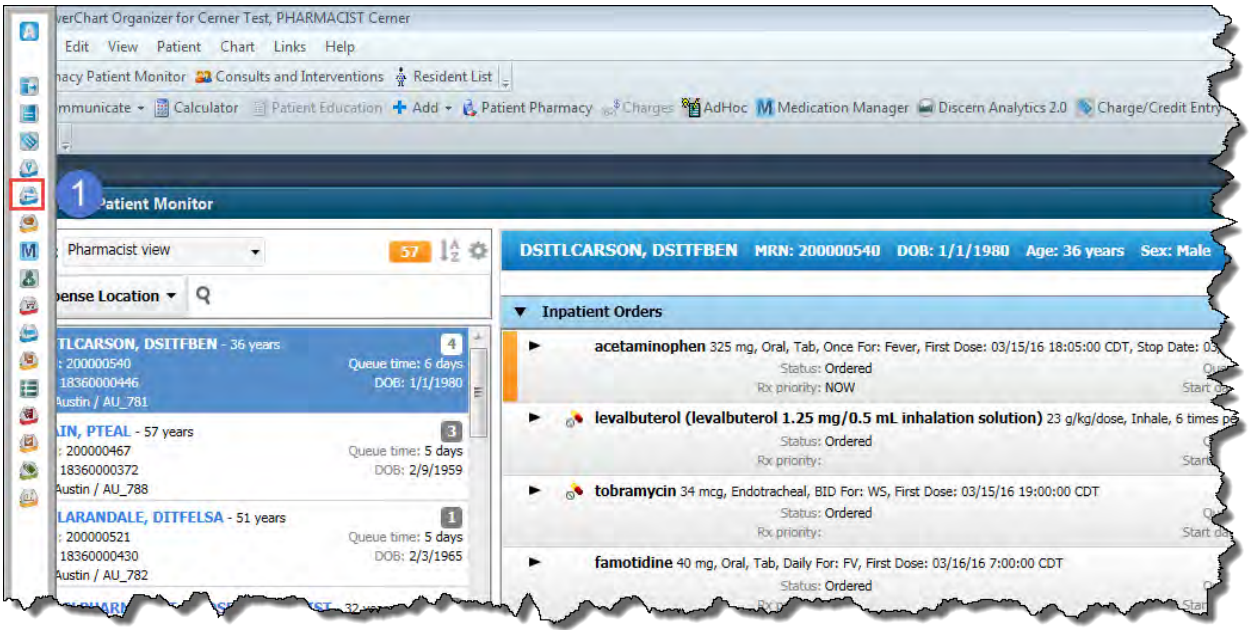


Requisition: Modify Requisition

9. Click the **Order Inquiry** icon ( ) to view requisition progress details.

Distribution Manager

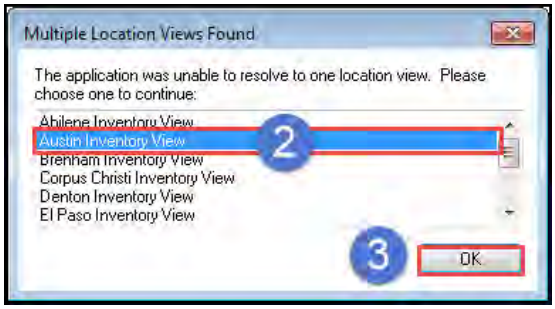
Use the **Appbar** to access the **Distribution Manager** application.



Appbar

1. Click the **Distribution Manager** icon ( ).

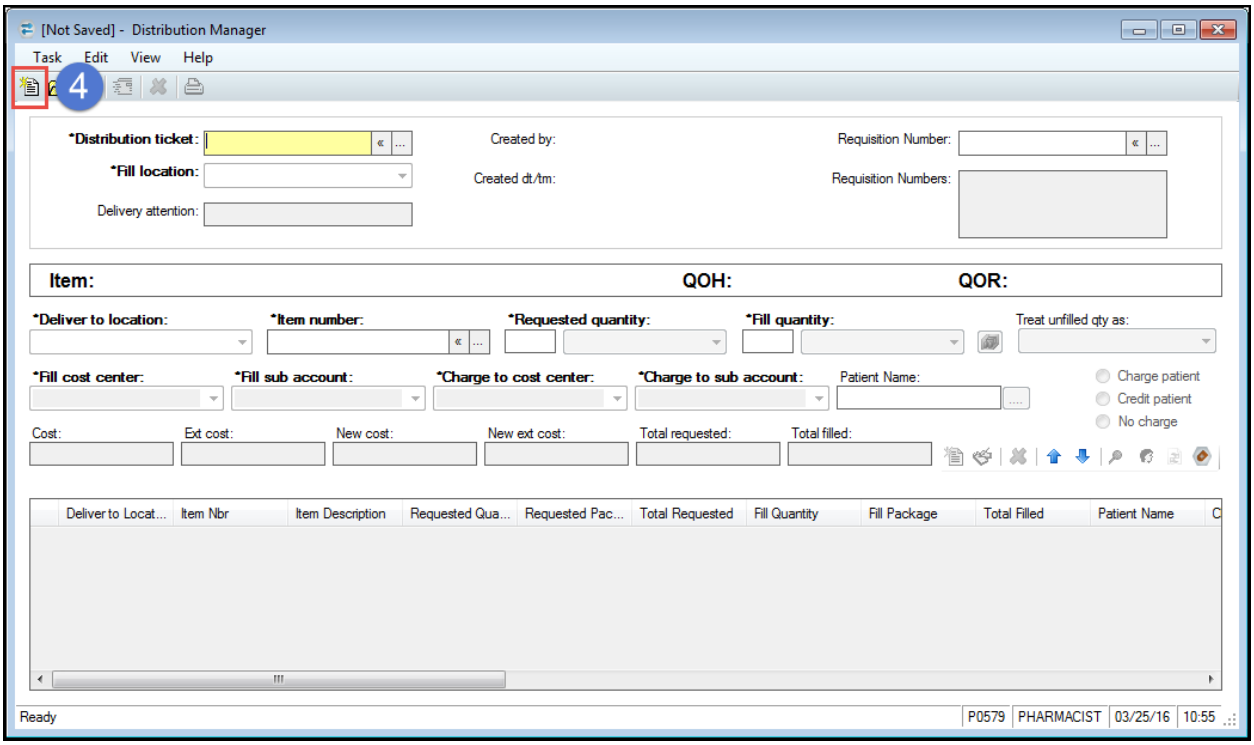
The **Multiple Location Views** pop-up window displays.



Multiple Location Views Pop-Up Window

2. Select a location.
3. Click **OK**.

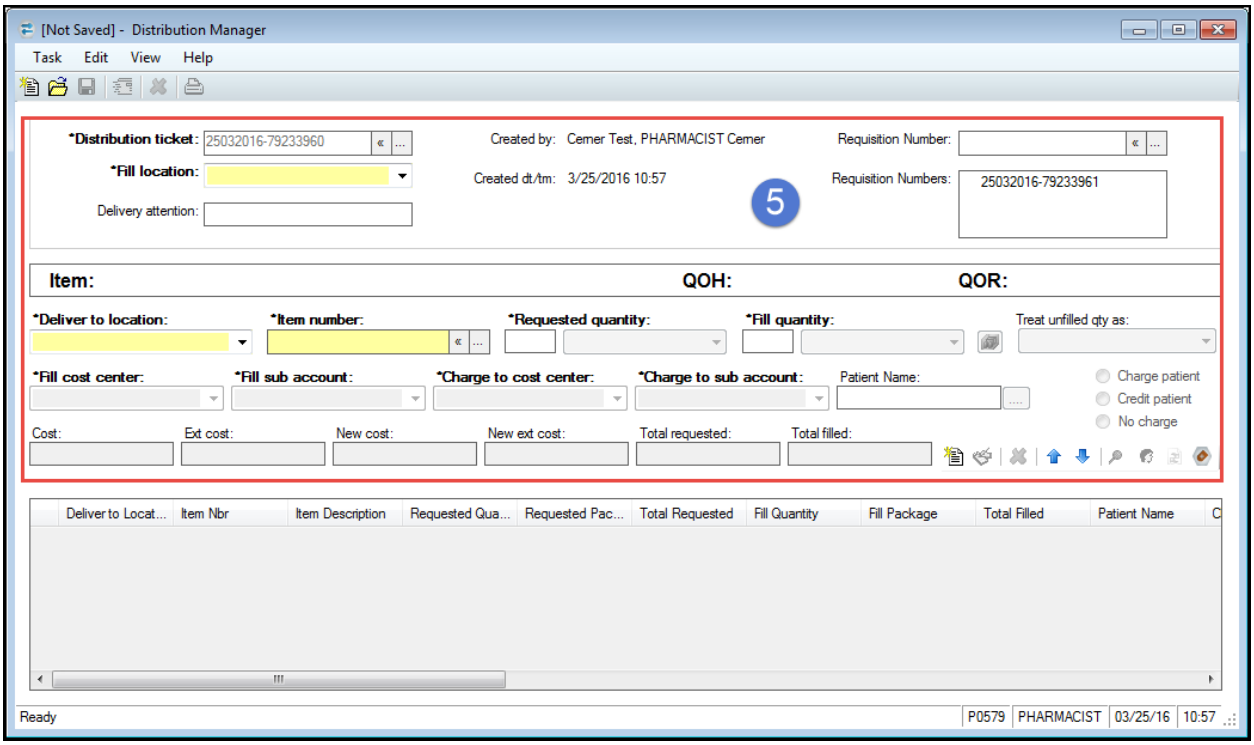
The **[Not Saved] Distribution Manager** window displays.



[Not Saved] Distribution Manager Window

4. Click the New Transfer icon ( ) to create a new transfer.

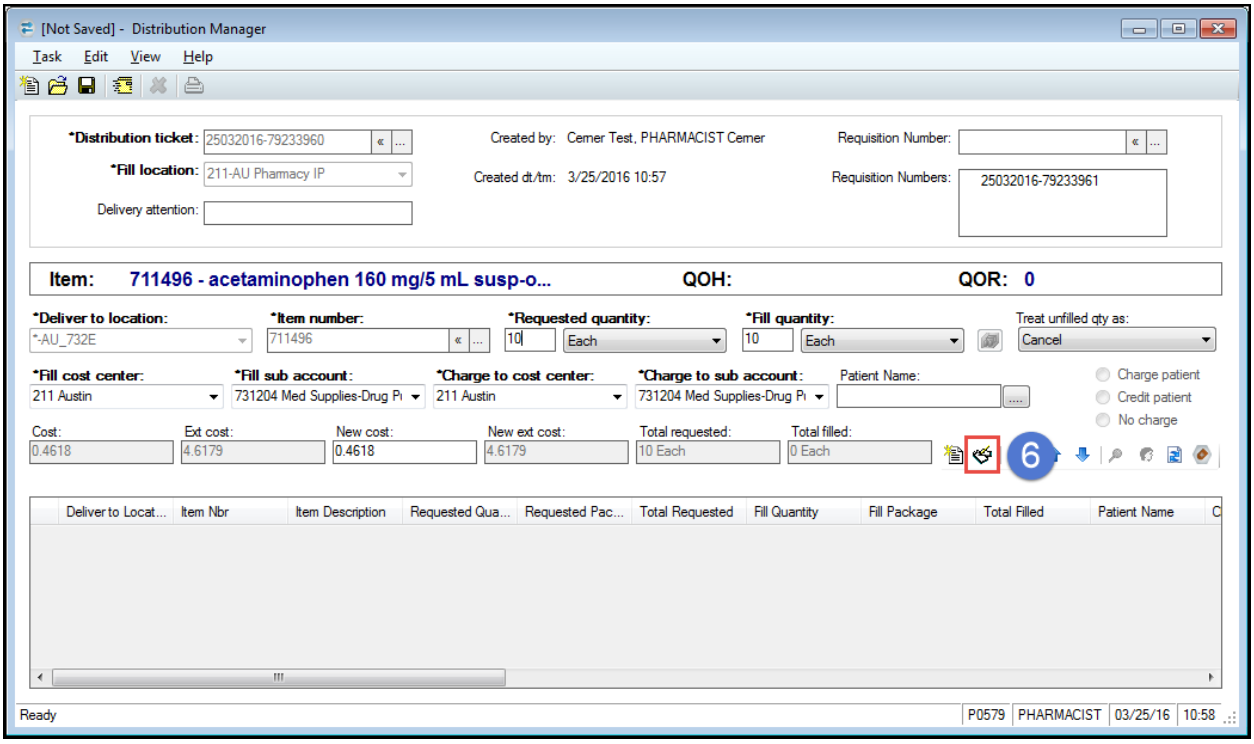
- The **[Not Saved] Distribution Manager** window refreshes with the Distribution ticket and Requisition Numbers fields pre-populated.



[Not Saved] Distribution Manager Window

5. Complete the form.

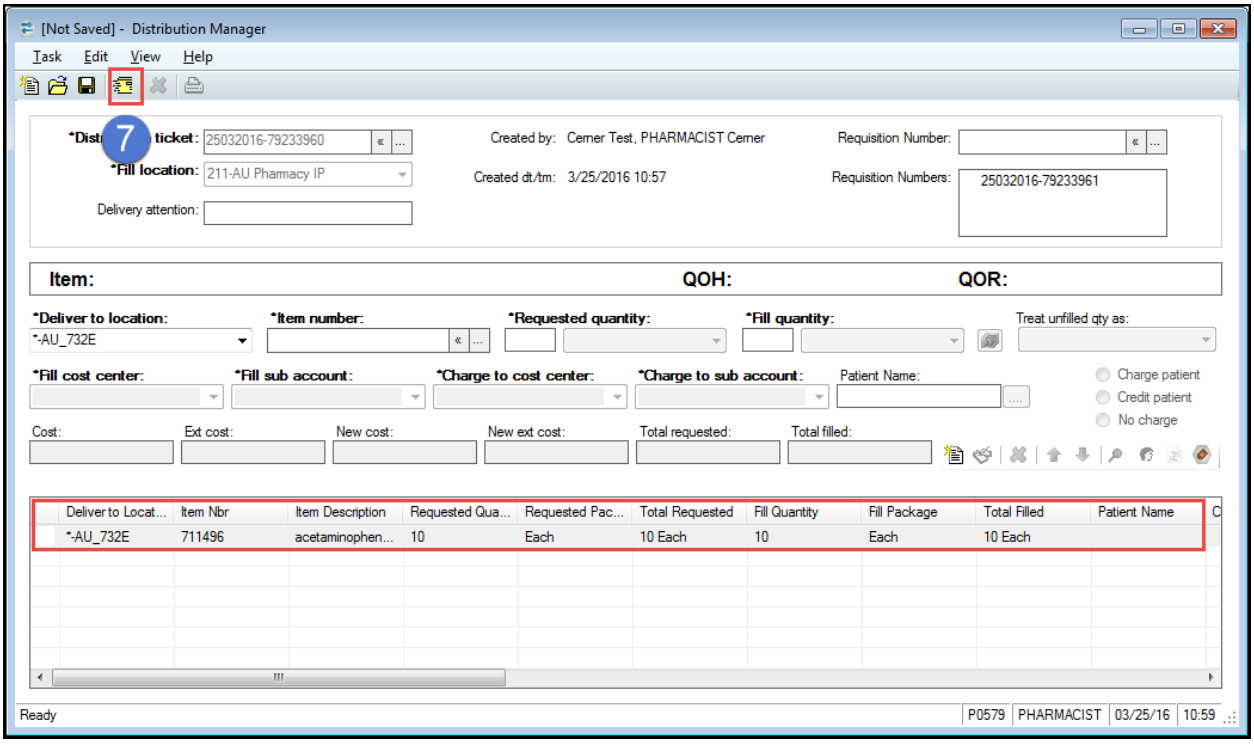
The form is complete.



[Not Saved] Distribution Manager Window

6. Click the Add to Line Items icon ( ).

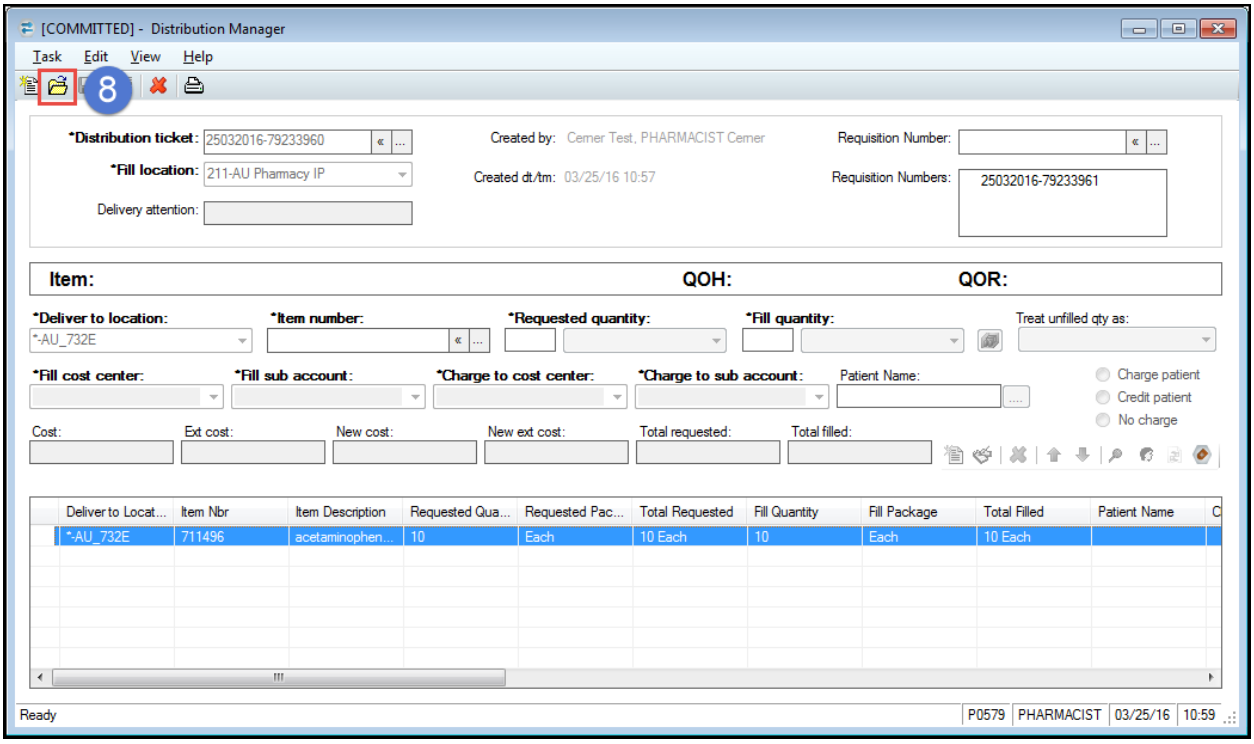
The new transfer displays as a line item.



[Not Saved] Distribution Manager Window

7. After all line items are entered, click the Commit icon ( ) to commit the form.

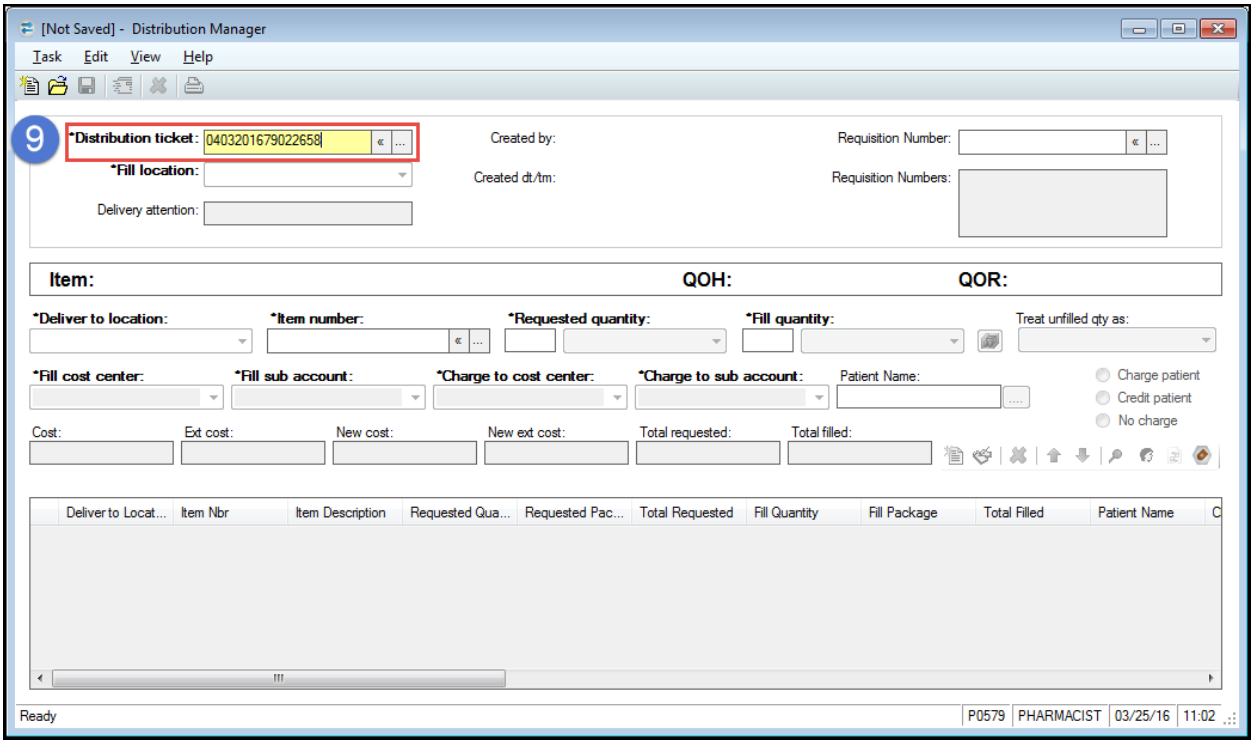
The [COMMITTED] Distribution Manager window displays.



[COMMITTED] Distribution Manager Window

8. To search for an existing distribution record, click the Open Transfer icon ( ).

The **[Not Saved] Distribution Manager** window displays.

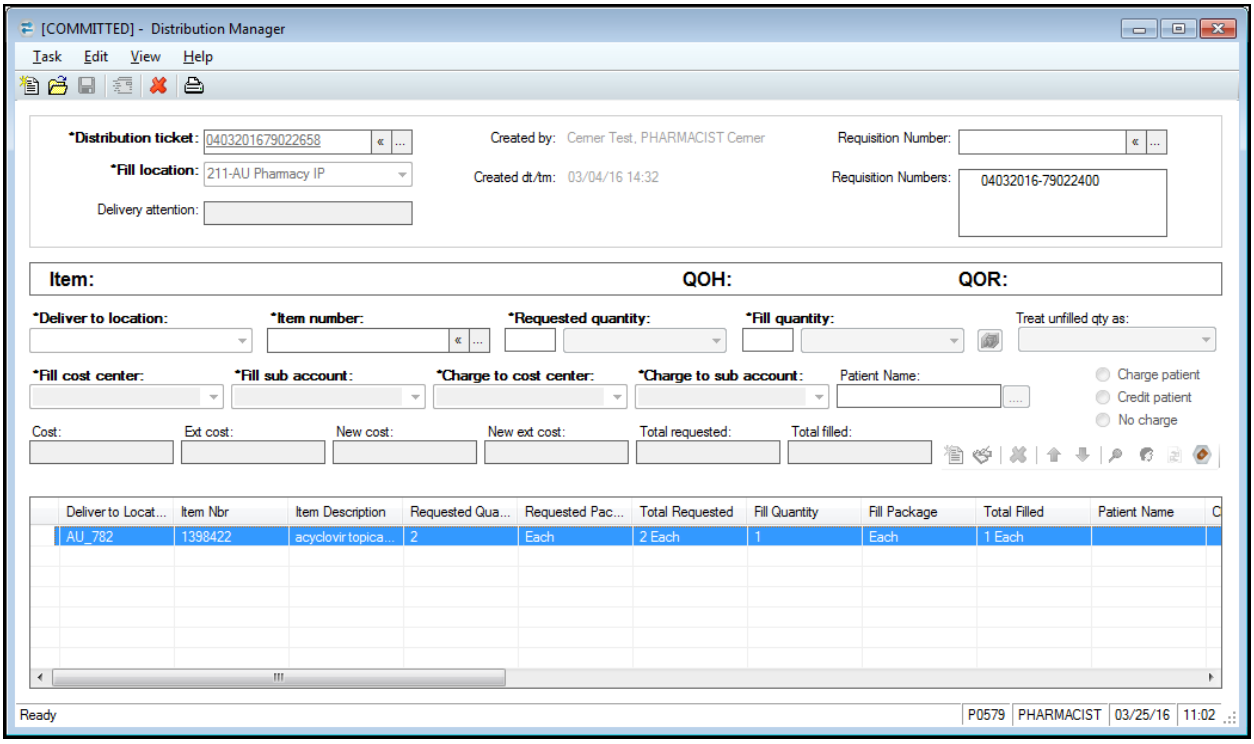


[Not Saved] Distribution Manager Window

9. Type the distribution ticket number in the **Distribution ticket** field, then press the Enter key on your keyboard.

> **Note ▶** If the **Distribution ticket** number is unknown, click the ellipses next to the **Distribution ticket** field to open a search pop-up window.

The desired distribution ticket displays.

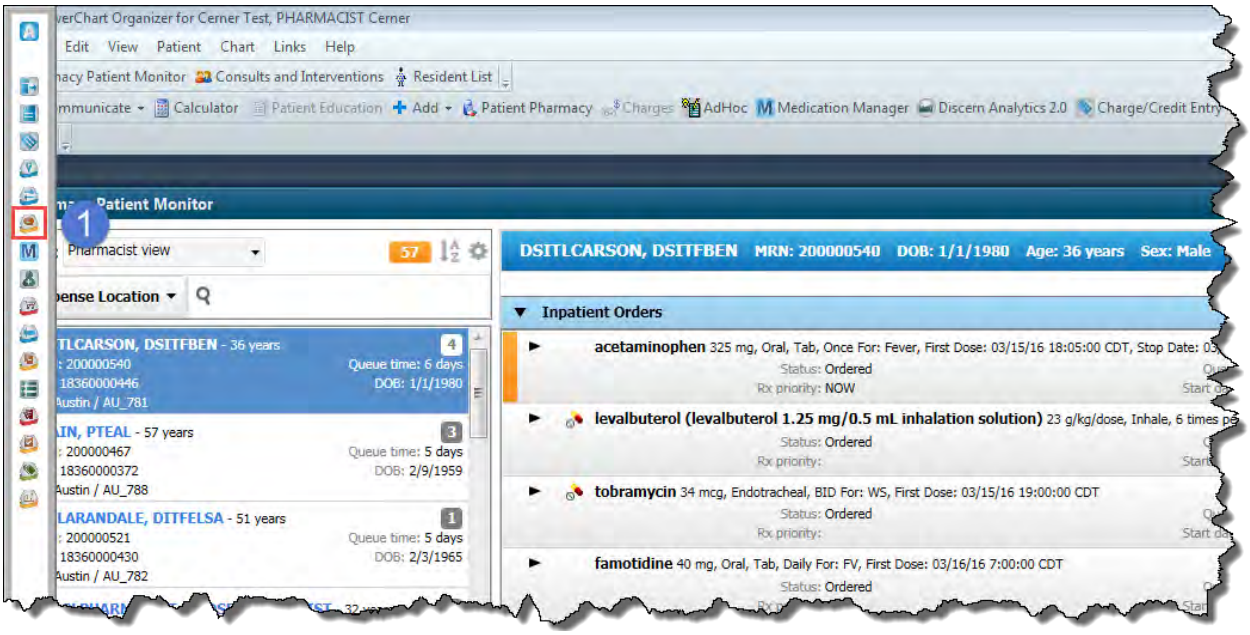


[COMMITTED] Distribution Manager Window

Note ▶ The window is titled **[COMMITTED] Distribution Manager** because this existing distribution ticket has already been committed.

Item Inquire

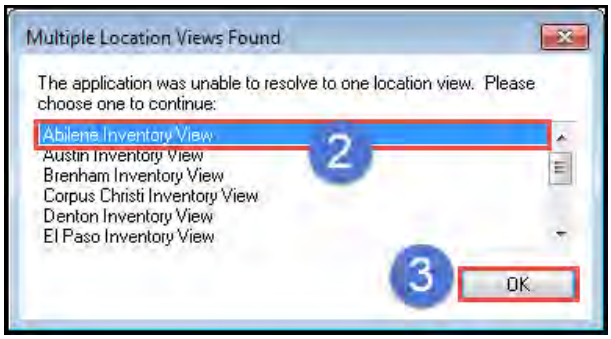
Use the **Appbar** to access the **Item Inquire** application.



Appbar

1. Click the Item Inquire icon ( ).

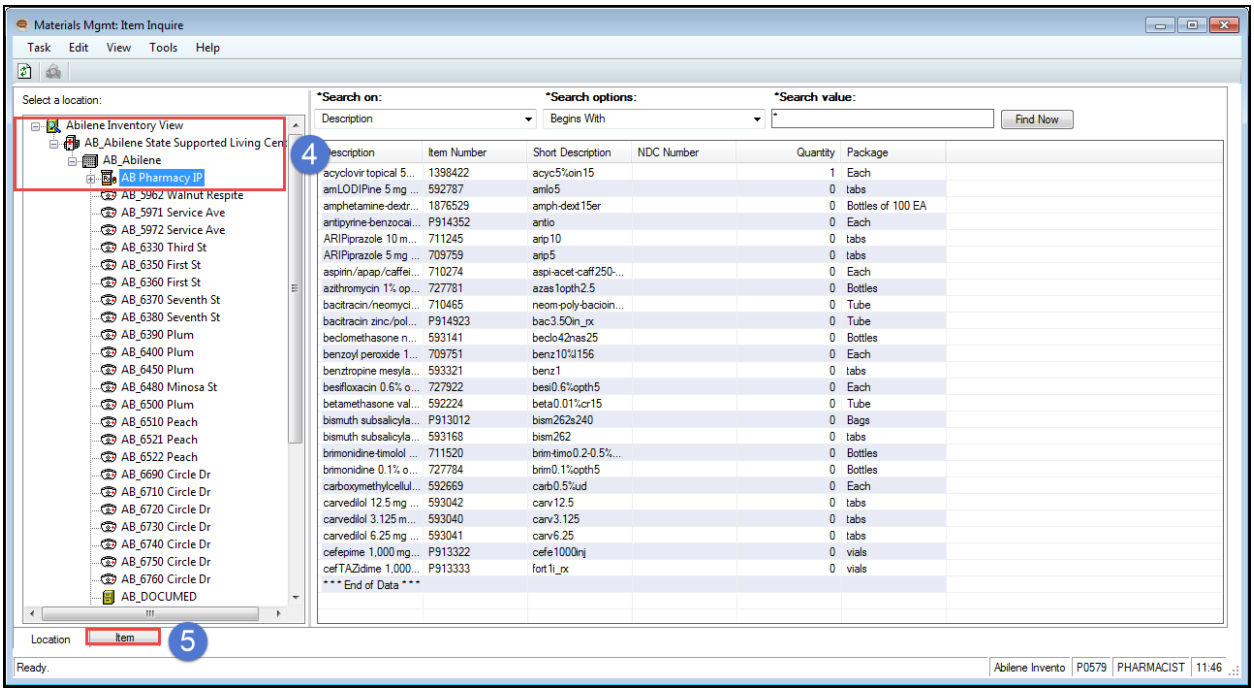
The **Multiple Location Views** pop-up window displays.



Multiple Location Views Pop-Up Window

2. Select a location.
3. Click **OK**.

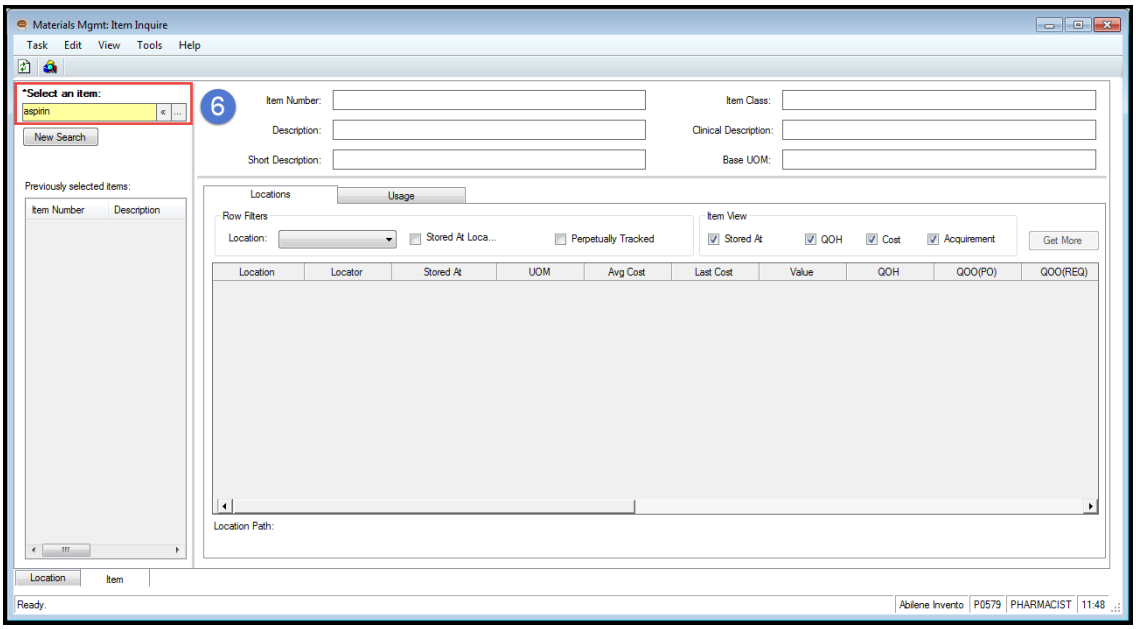
The **Materials Mgmt: Item Inquire** window displays.



Materials Management Item Inquire Window

4. To view items by location, use the plus signs under **Select a location** to drill down and navigate to a specific location. Click on the selected location for the items to display.
5. Click the **Item** tab to search by item.

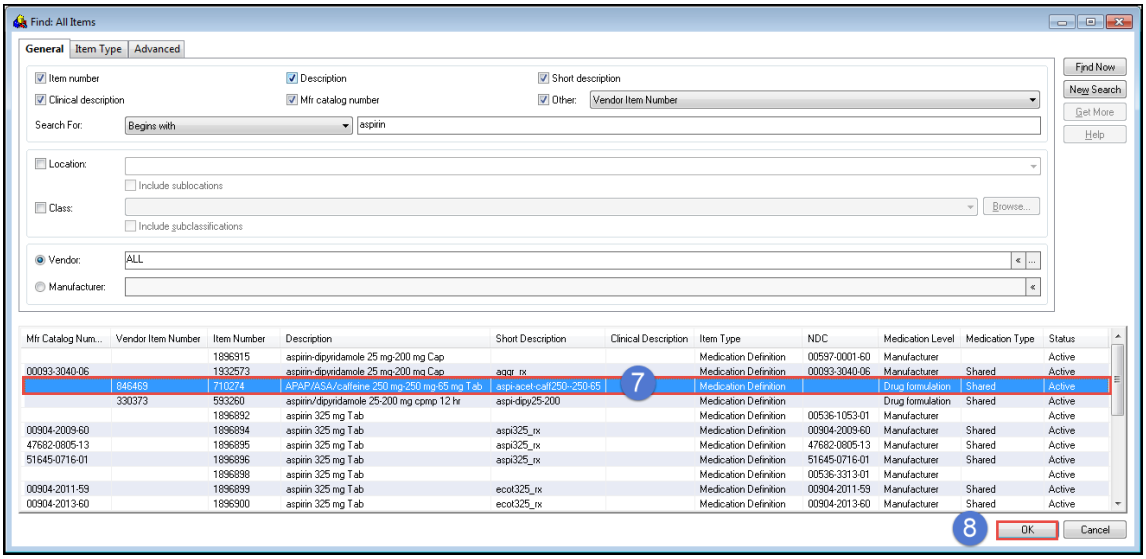
The **Item** tab of the **Materials Mgmt: Item Inquire** window displays.



Materials Management Item Inquire Window: Item Tab

6. Type search criteria in the **Select an item** field.

The **Find: All Items** pop-up window displays.



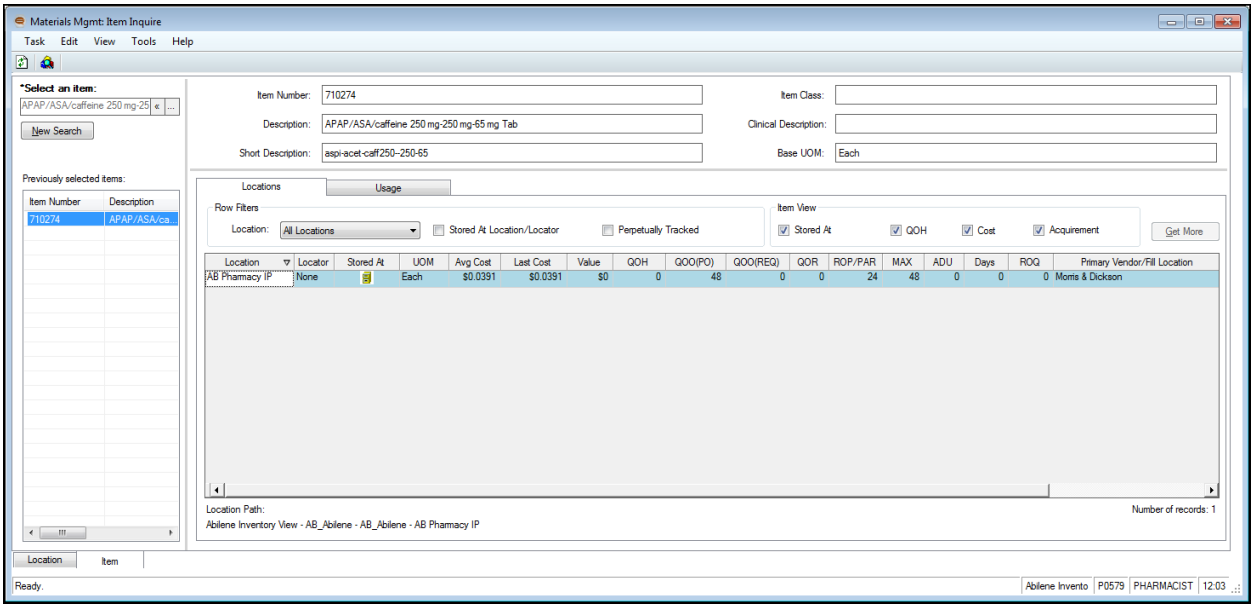
Find: All Items Pop-Up Window

7. Select the item from the list that displays.

> **Note ▶** The Cerner **Item Number** will not match the Morris & Dickson item number.

8. Click **OK**.

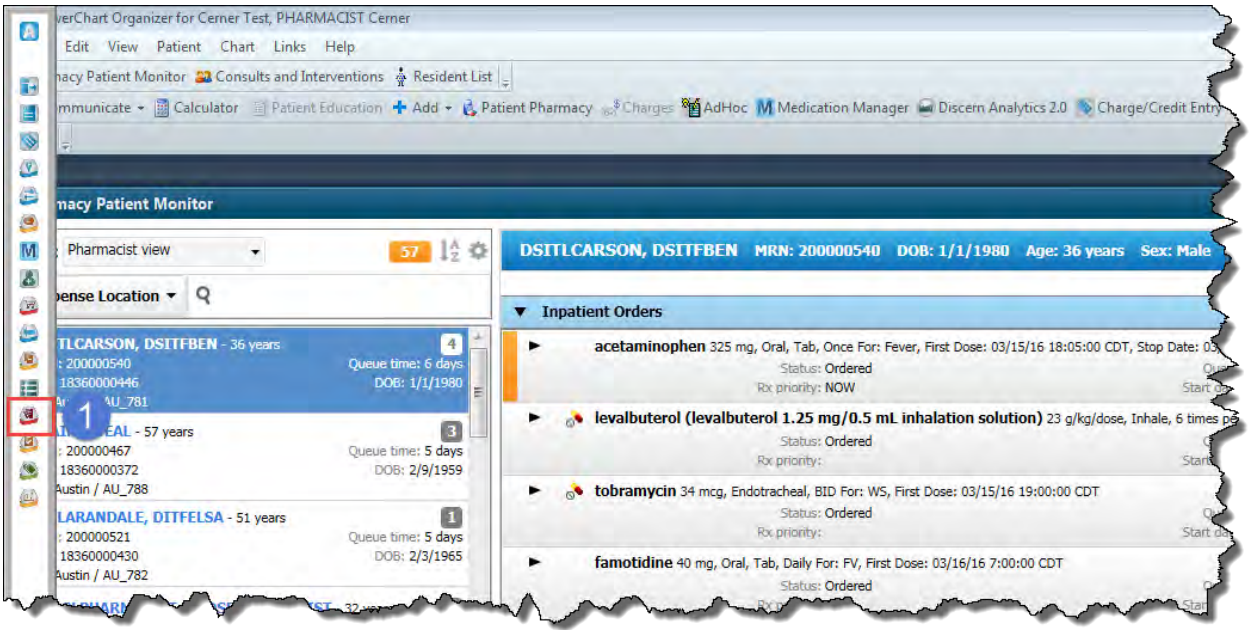
The selected item information displays in the **Materials Mgmt: Item Inquire** window.



Materials Management Item Inquire Window: Item Tab

Purchasing

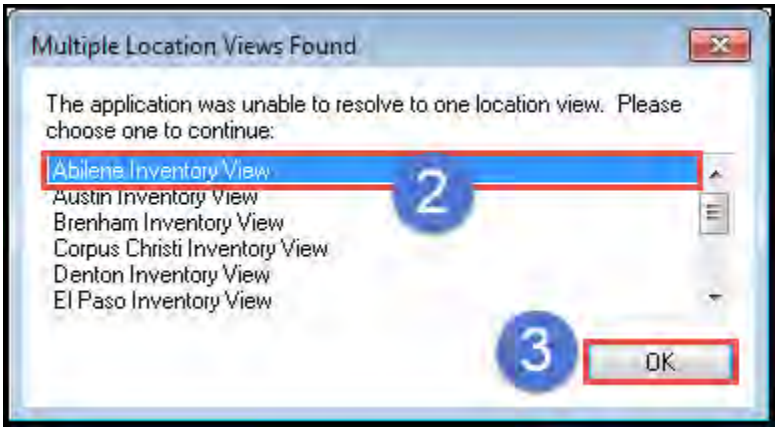
Use the **Appbar** to access the **Purchasing** application.



Appbar

1. Click the Purchasing icon ( ).

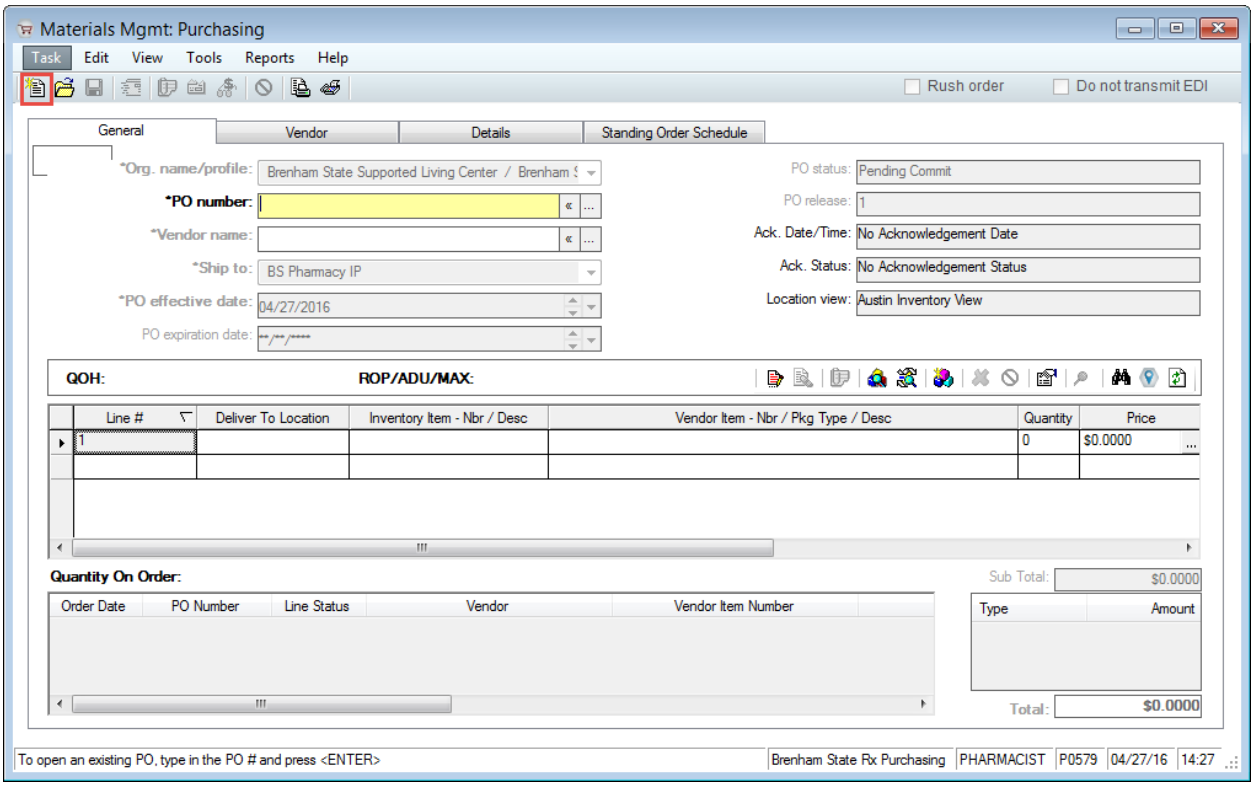
The **Multiple Location Views** pop-up window displays.



Multiple Location Views Pop-Up Window

2. Select a location.
3. Click **OK**.

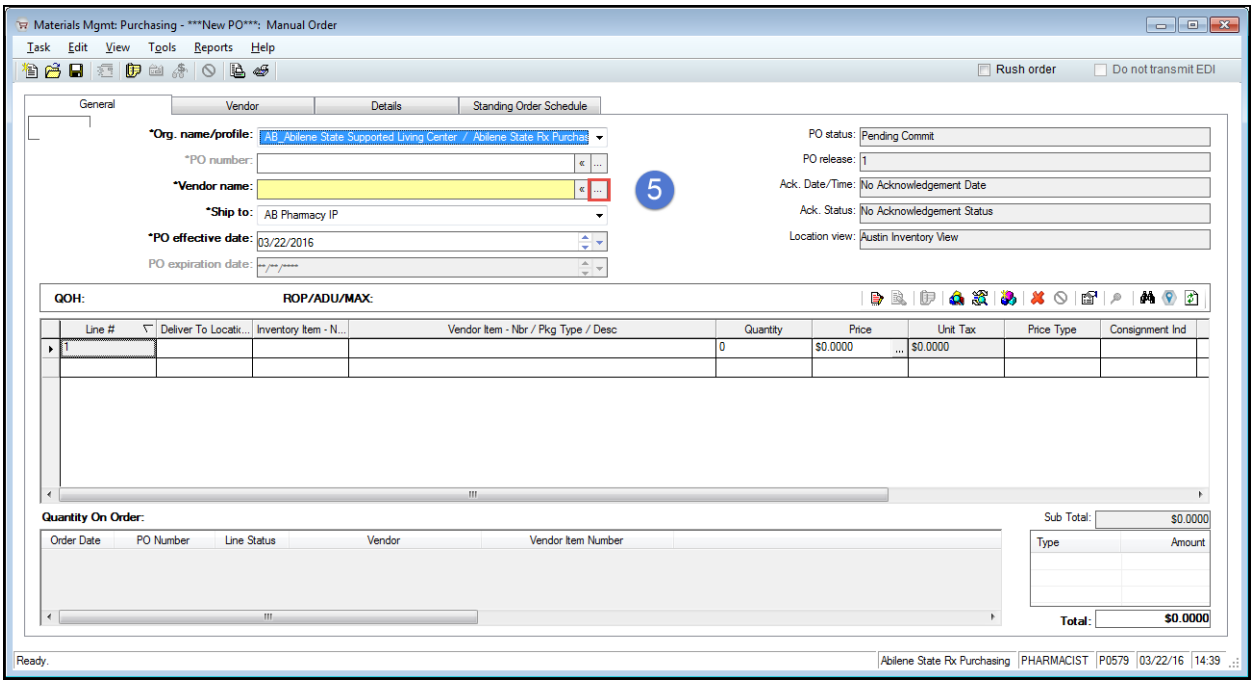
The **Material Mgmt: Purchasing** window displays.



Material Mgmt: Purchasing Window

4. To begin a new purchase order, click the **Create Manual Purchase Order** icon ( ).

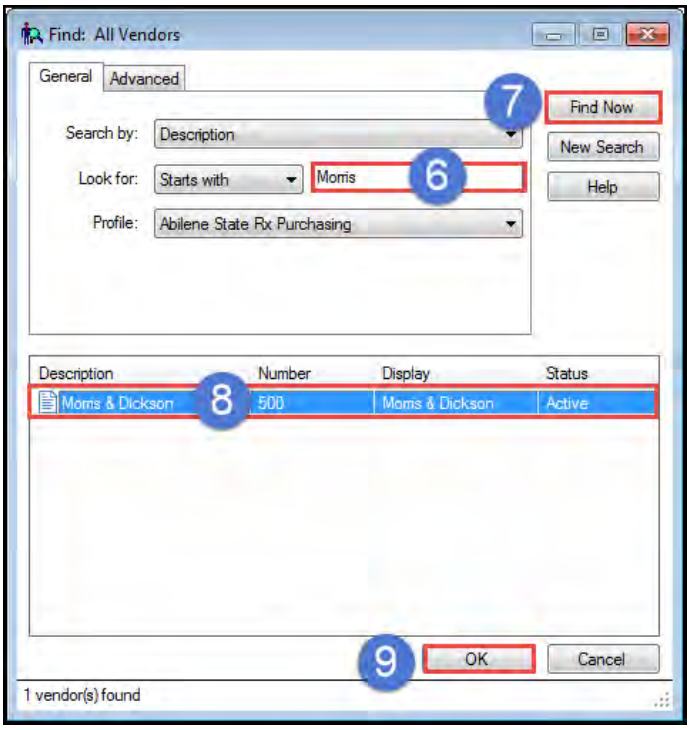
The **Material Mgmt: Purchasing** window refreshes to enable new purchase order entry.



Material Mgmt: Purchasing Window

5. Click the ellipses next to the **Vendor Name** field to search for a vendor.

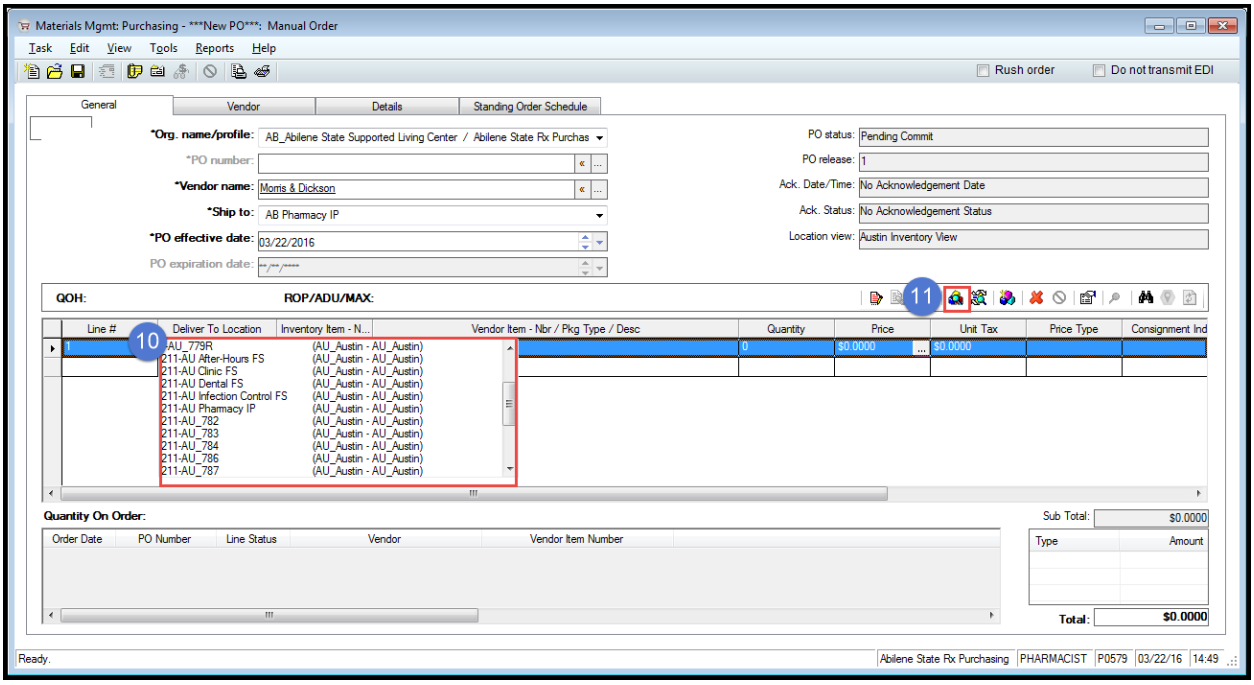
The **Find: All Vendors** pop-up window displays.



Find: All Vendors Pop-Up Window

6. Enter the search criteria in the fields on the pop-up window.
7. Click **Find Now** to display results.
8. Select the vendor from the list of search results.
9. Click **OK**.

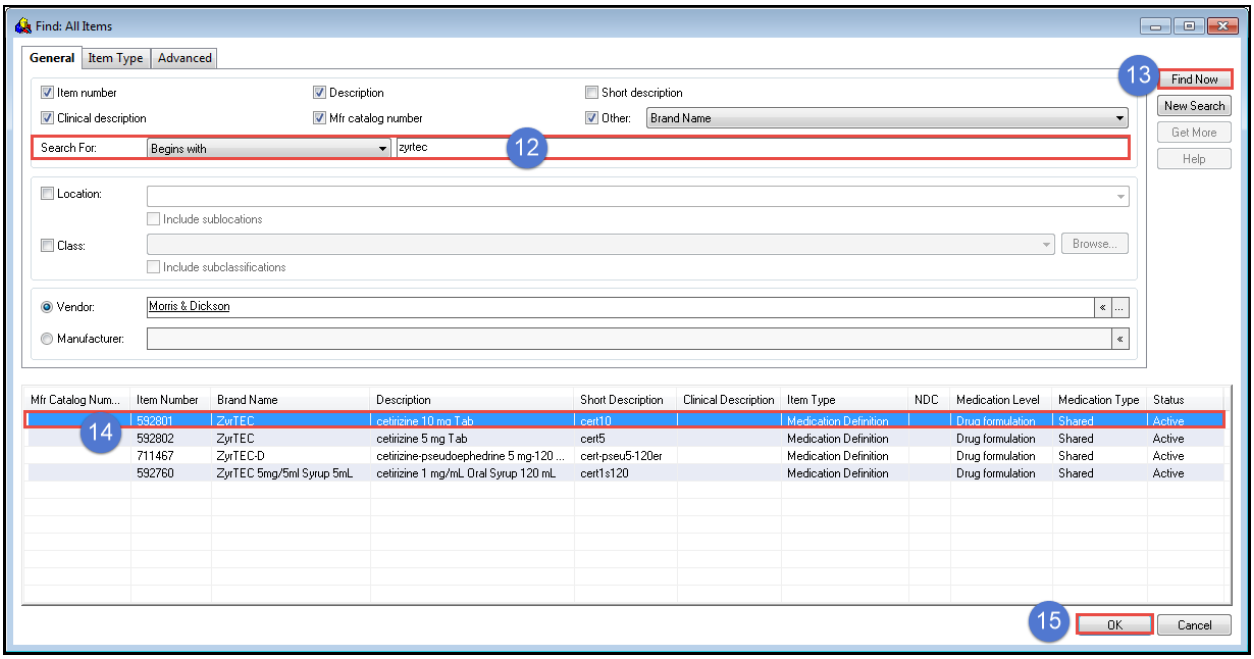
The **Material Mgmt: Purchasing** window displays with the selected vendor populated in the **Vendor Name** field.



Material Mgmt: Purchasing Window

10. Select a location from the **Deliver to Location** drop-down menu.
11. Click the **Item Help** icon ( ) to add the item.

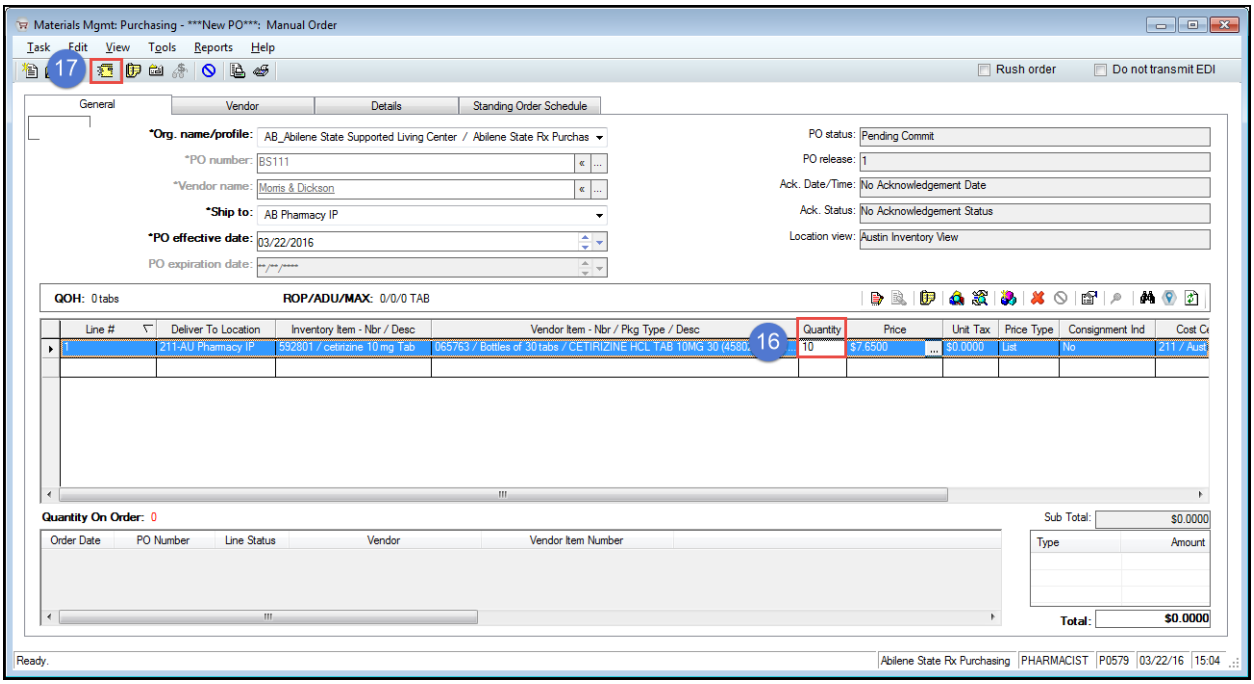
The **Find: All Items** pop-up window displays



Find: All Items Pop-Up Window

12. Enter the search criteria.
13. Click Find Now.
14. Select an item from the results that display.
15. Click **OK**.

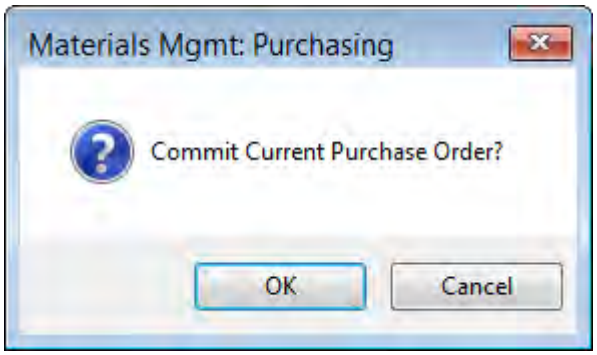
The **Material Mgmt: Purchasing** window displays.



Material Mgmt: Purchasing Window

16. Double-click the cell to enter the quantity in the **Quantity** field.
17. Click the **Commit Current PO** icon ( ).

    The following pop-up window displays.



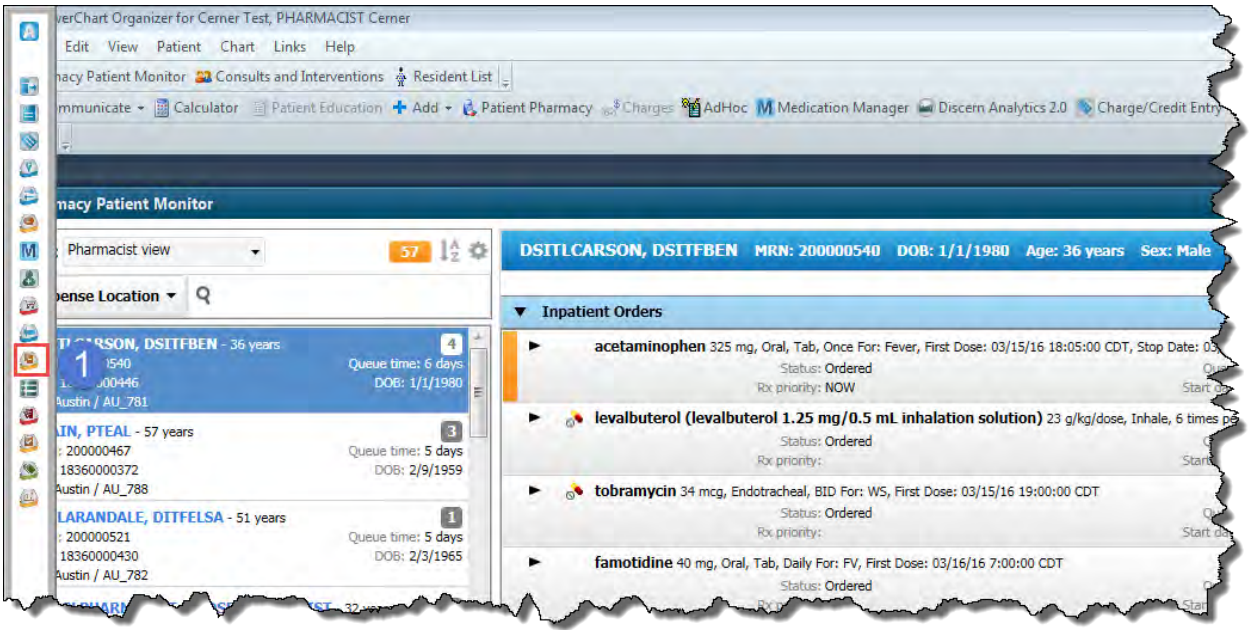
18. Click **OK**.
19. The PO is committed and will submitted with next operations job, which is run twice daily. For immediate orders, contact the support team to expedite the PO.

Tip ► To search for an existing purchase order, type the purchase order number in the **PO Number** field, then click enter on your keyboard.

Recommended Order List

> **Note ▶** This process is typically not required because the batch order process will manage medications that fall below a certain threshold.

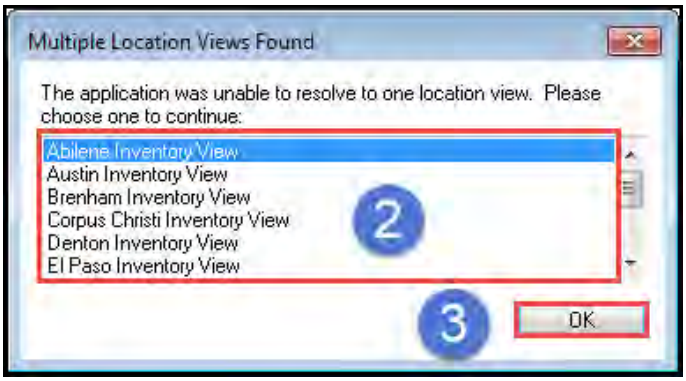
Use the **Appbar** to access the **Recommended Order List** application.



Appbar

1. Click the Recommended Order List icon ( ).

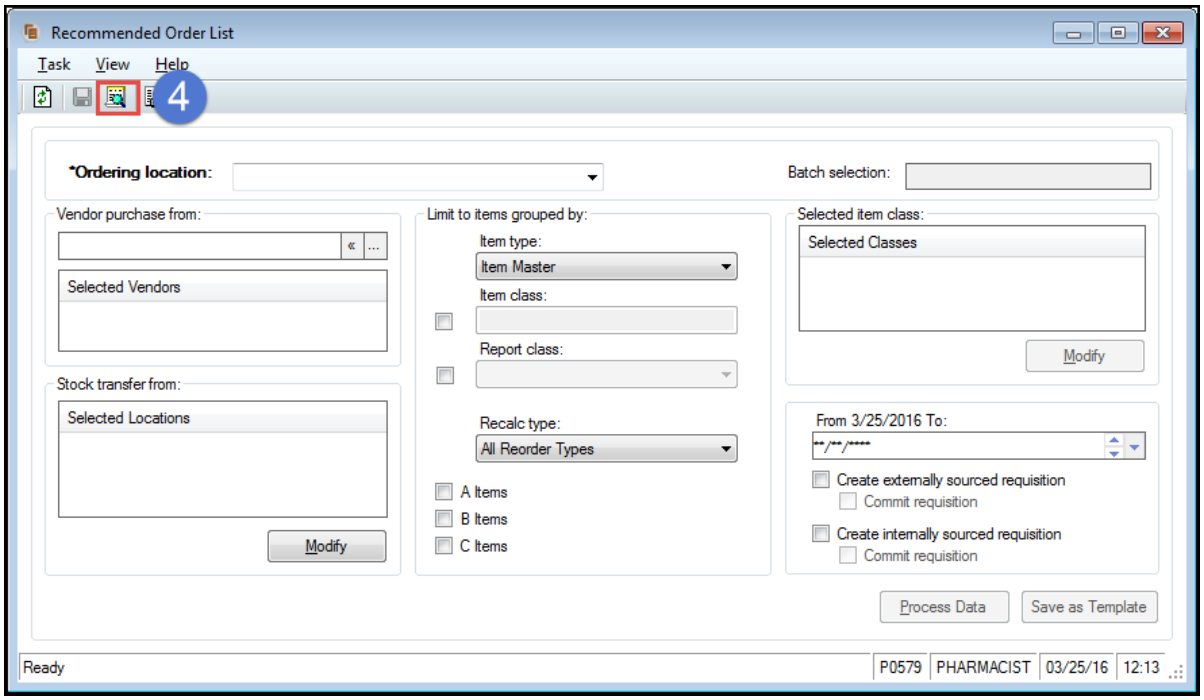
The Multiple Location Views Found pop-up window displays.



Multiple Location Views Found pop-up window

2. Select a location profile.
3. Click **OK**.

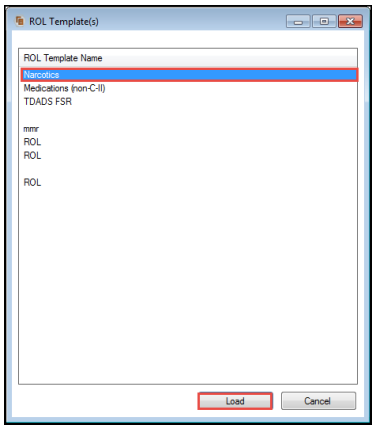
The **Recommended Order List** window displays.



Recommended Order List Window

4. Click the Load ROL Template icon ( ) to select a template.

The **ROL Template(s)** pop-up window displays.

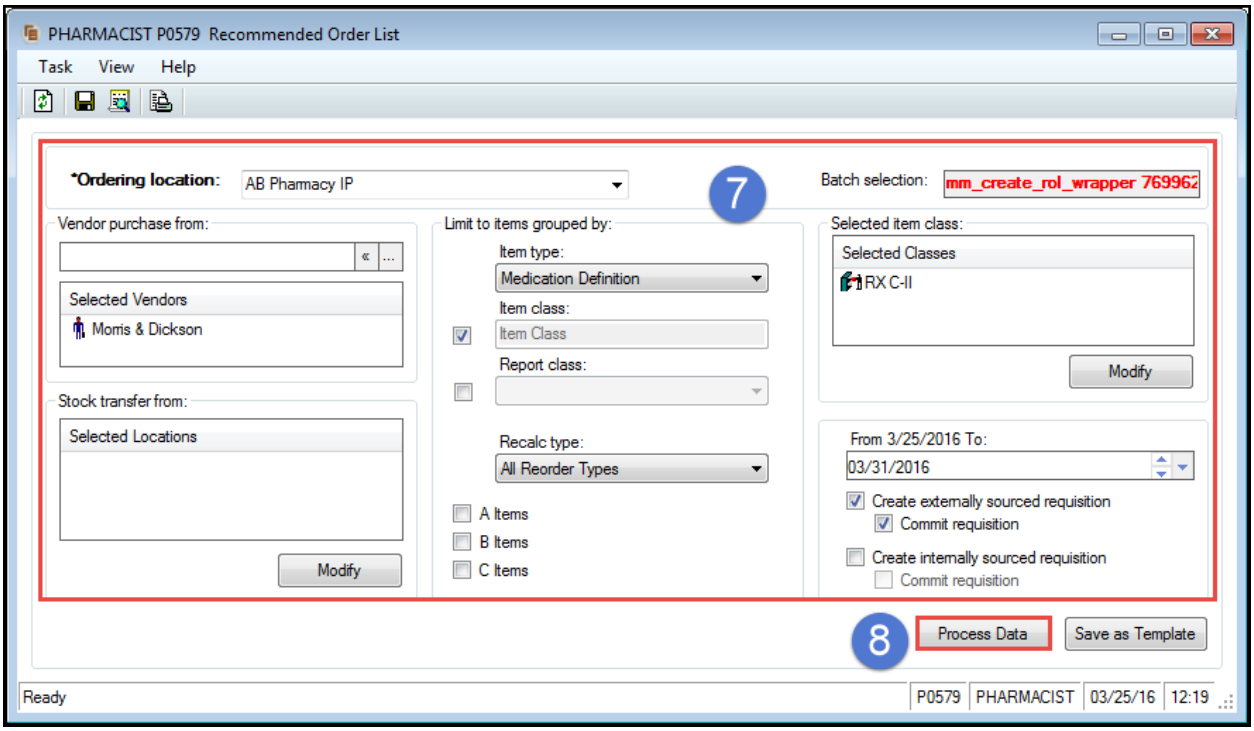


ROL Template(s) Pop-Up Window

5. Select a template from the list.

6. Click **Load**.

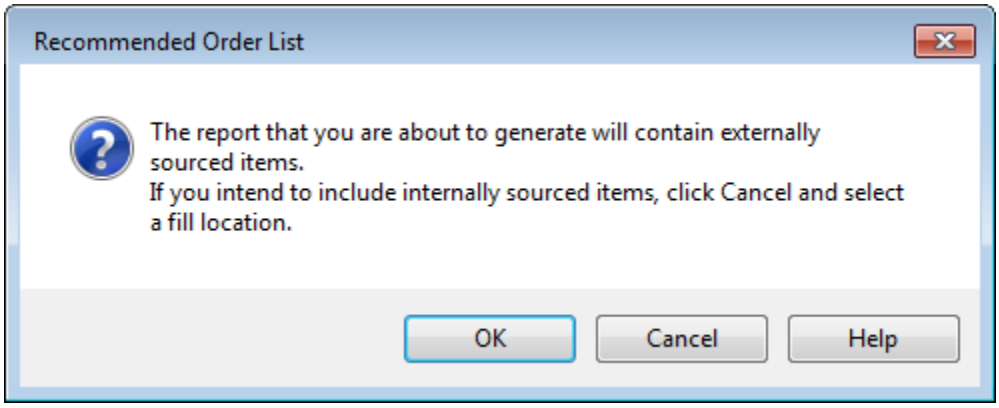
The **Recommended Order List** window displays.



Recommended Order List Window

7. Complete the remaining fields on this window as appropriate.
8. Click **Process Data**.

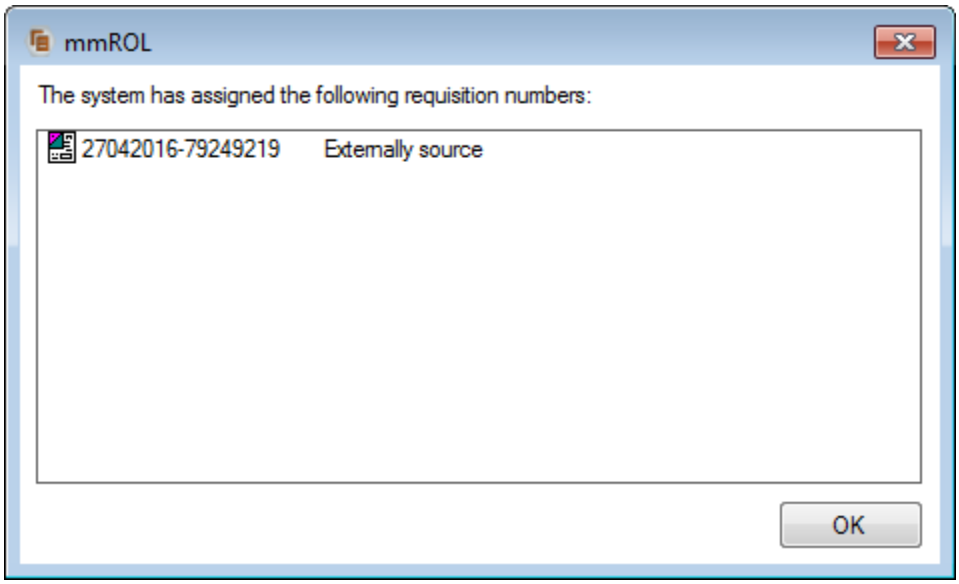
The following pop-up window displays.



9. Click **OK**.

Note ► If you intend to include internally sourced items, click Cancel, modify the fields as needed, and click Process Data again. Click OK in the pop-up window that follows.

The following pop-up window displays.

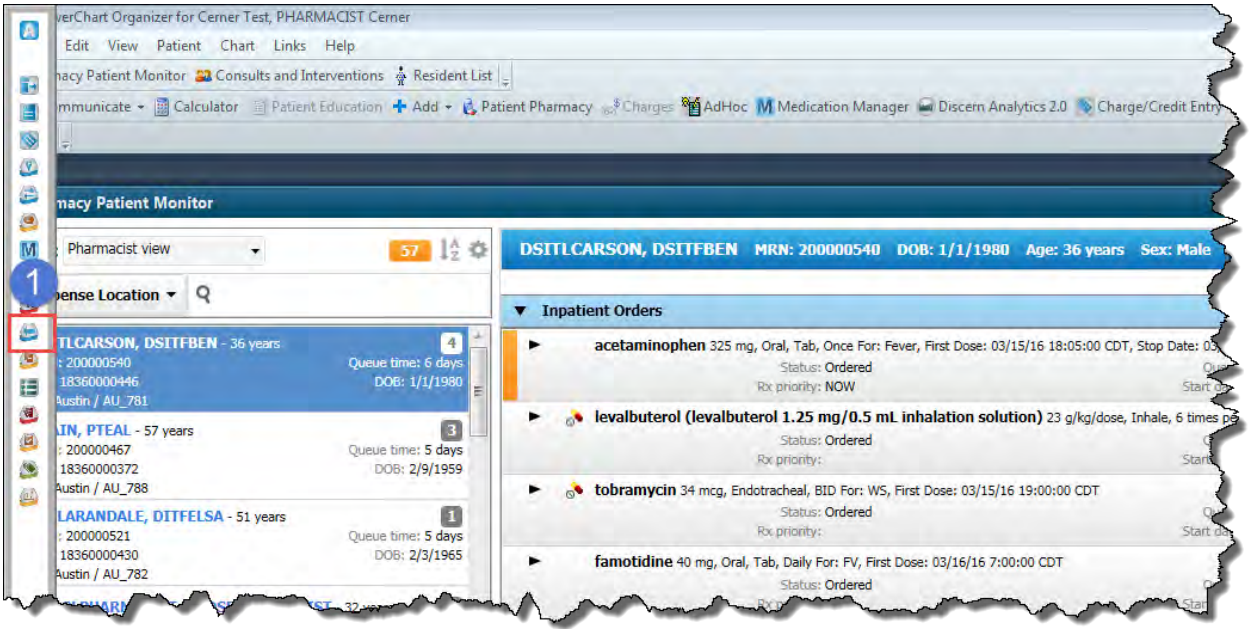


10. Click **OK.**

Tip ► The Recommended Order List can be modified and then submitted and turned into a PO.

Receiving

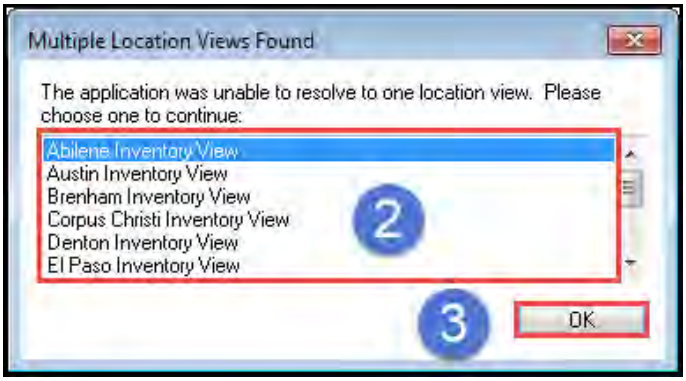
Use the **Appbar** to access the **Receiving** application.



Appbar

1. Click the **Receiving** icon ( ).

The Multiple Location Views Found pop-up window displays.



Multiple Location Views Found Pop-Up Window

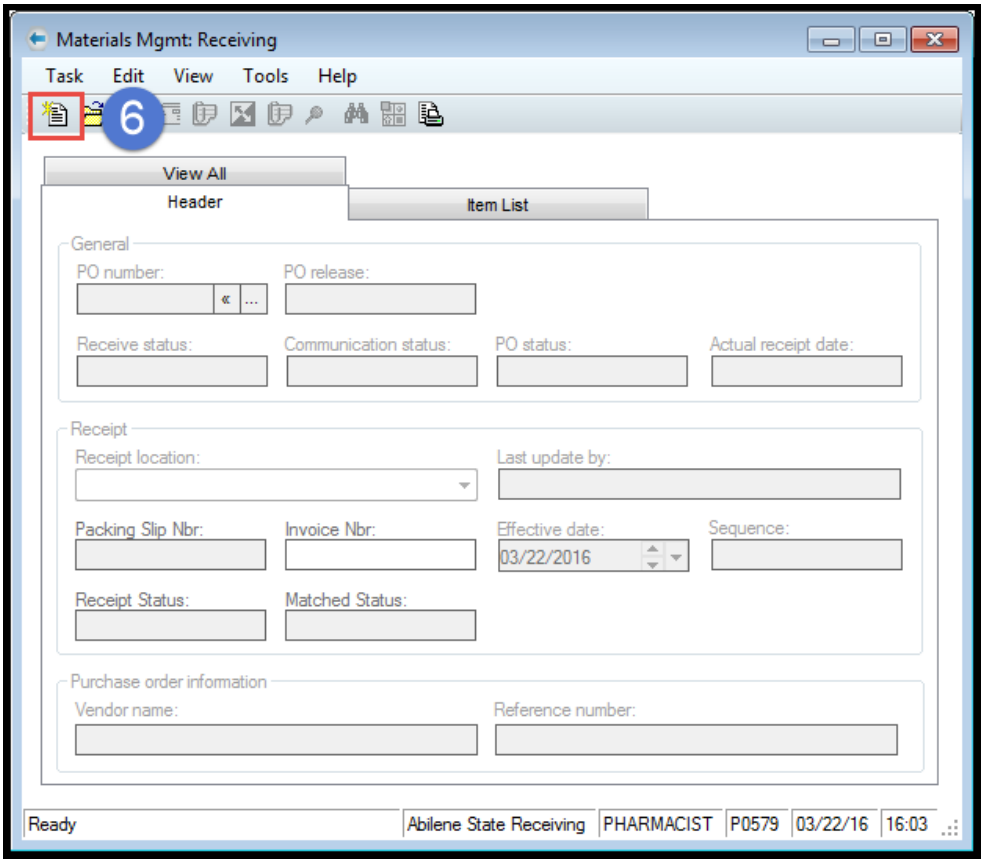
2. Select a location profile.
3. Click **OK**.

The **Select Receiving Profile** pop-up window displays.

Select Receiving Profile Pop-Up Window

4. Select a profile from the **Receiving profiles** drop-down menu.
5. Click **OK**.

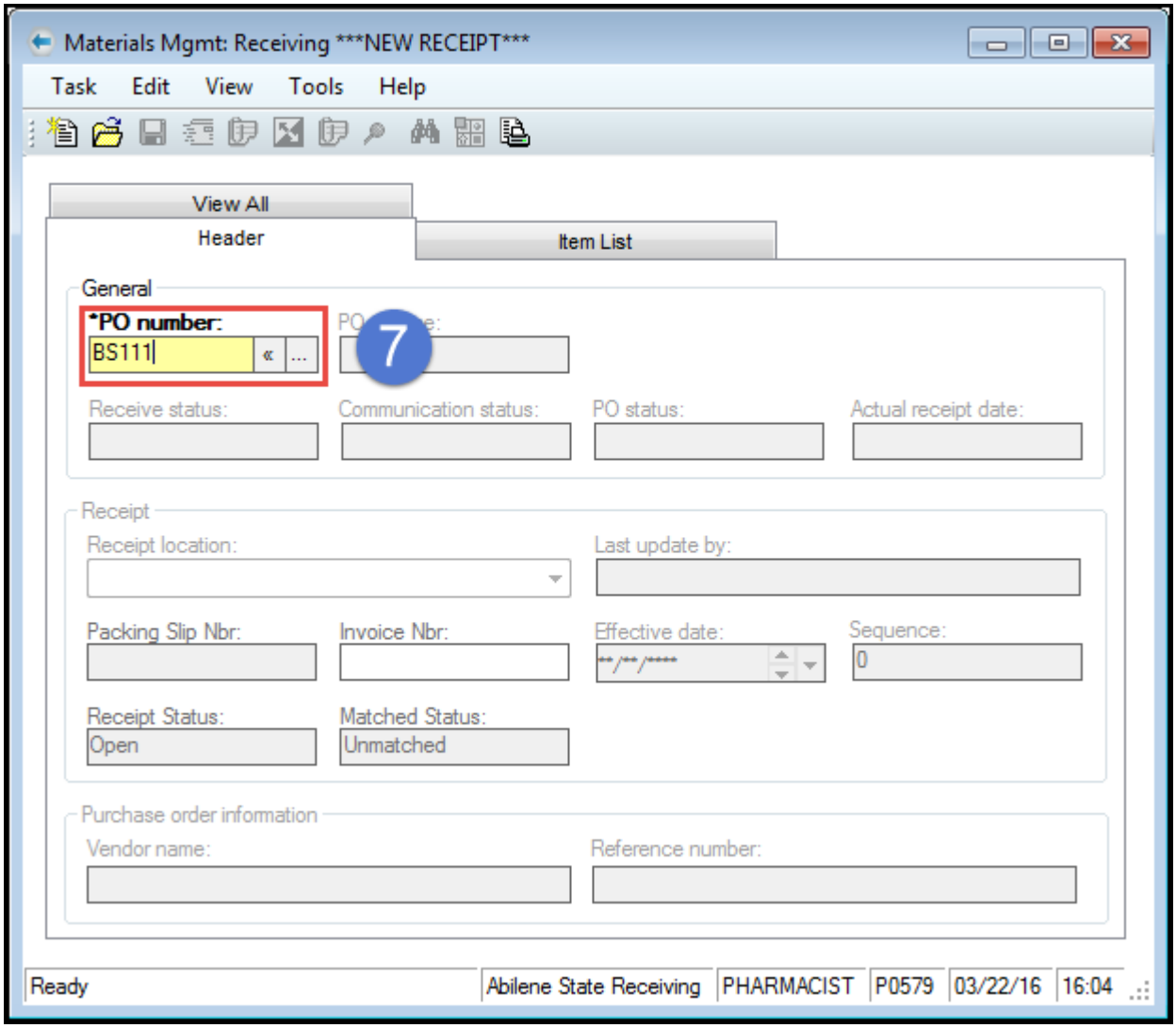
The Materials Mgmt: Receiving window displays.



Materials Mgmt: Receiving Window

6. Click the **Create New Receipt** icon ( ) to create a new receipt.

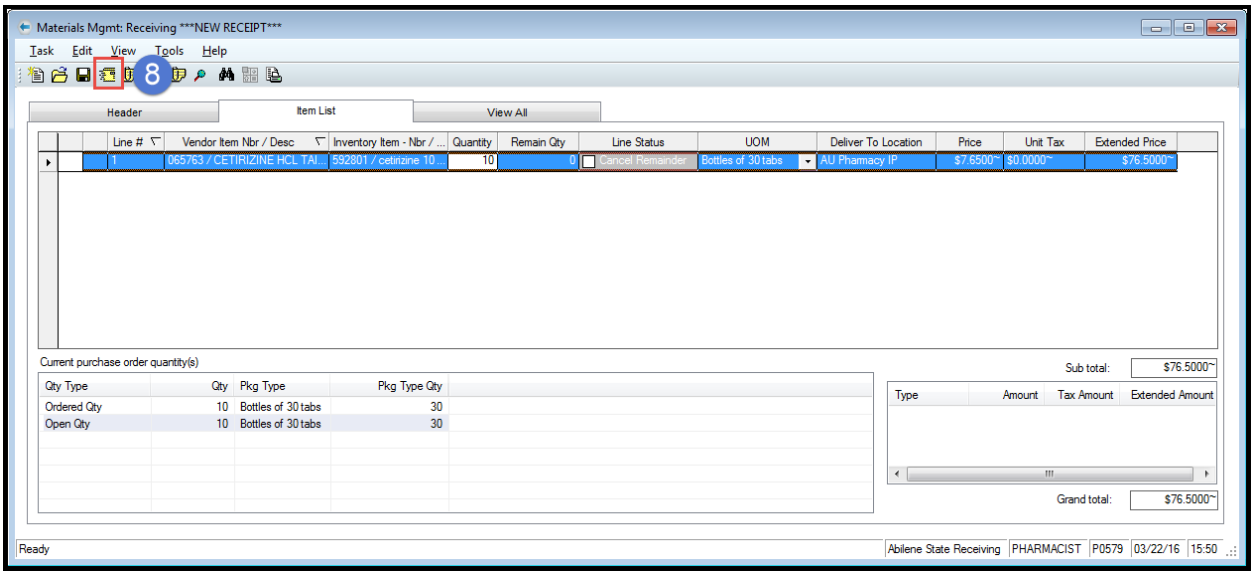
The Materials Mgmt: Receiving *** NEW RECEIPT*** pop-up window displays.



*Materials Mgmt: Receiving *** NEW RECEIPT*** Pop-Up Window*

7. Enter the PO number in the **PO numb**er field, then press the enter key on your keyboard.

The updated Materials Mgmt: Receiving *** NEW RECEIPT*** pop-up window displays.

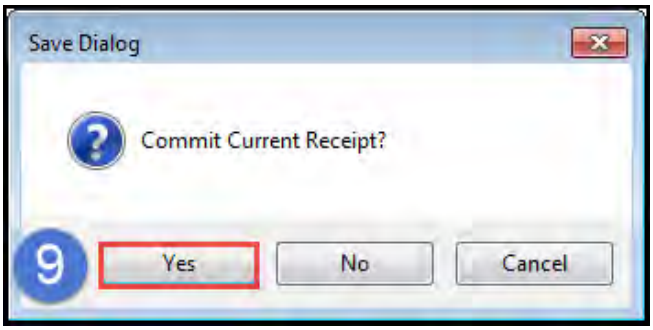


*Materials Mgmt: Receiving *** NEW RECEIPT*** Pop-Up Window*

8. Verify that the information is correct, then click the **Commit Receipt** icon ( ).

> **Note ►** If there is a short or the wrong item was delivered, a correction is required.

The **Save Dialog** pop-up window displays.



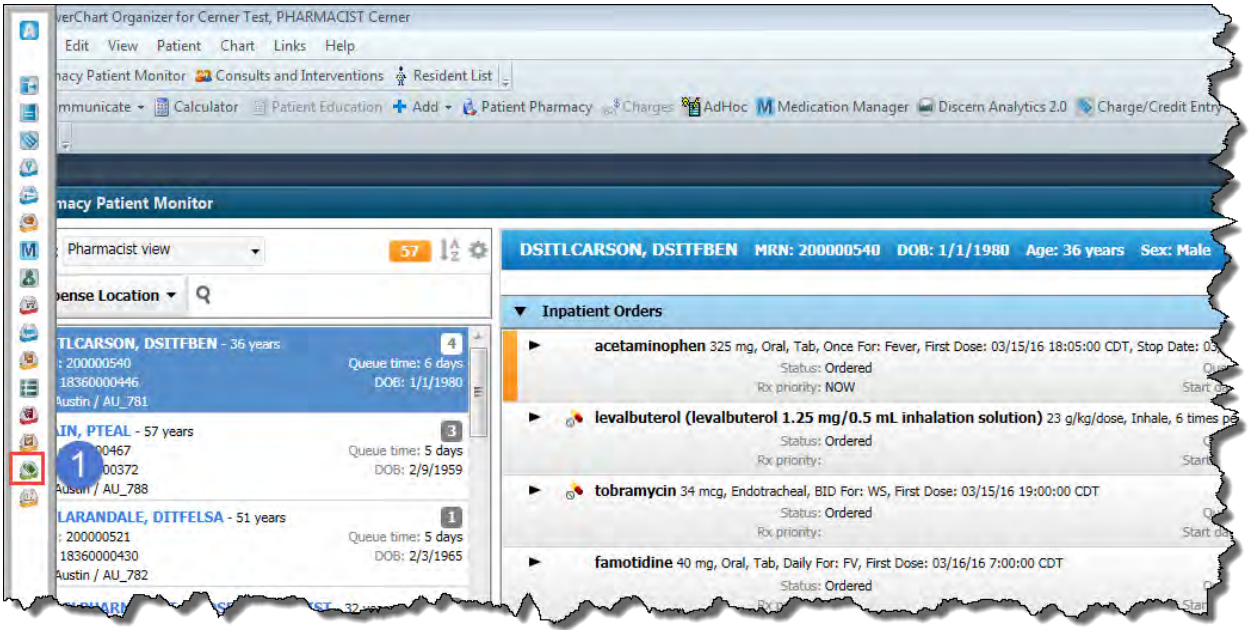
Save Dialog Pop-Up Window

9. Click **Yes**.
10. The receipt is committed.

> **Tip ►** To view prior receipts, click the folder icon ( ) and then enter the PO number in the **PO number** field. Press enter on your keyboard and the receipt displays.

Invoice Matching

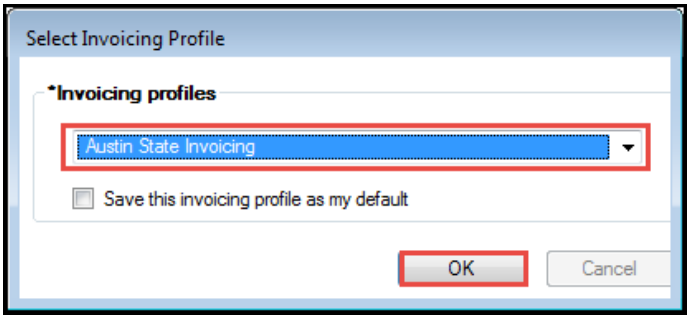
Use the **Appbar** to access the **Invoice Matching** application.



Appbar

1. Click the Invoice Matching icon ( ).

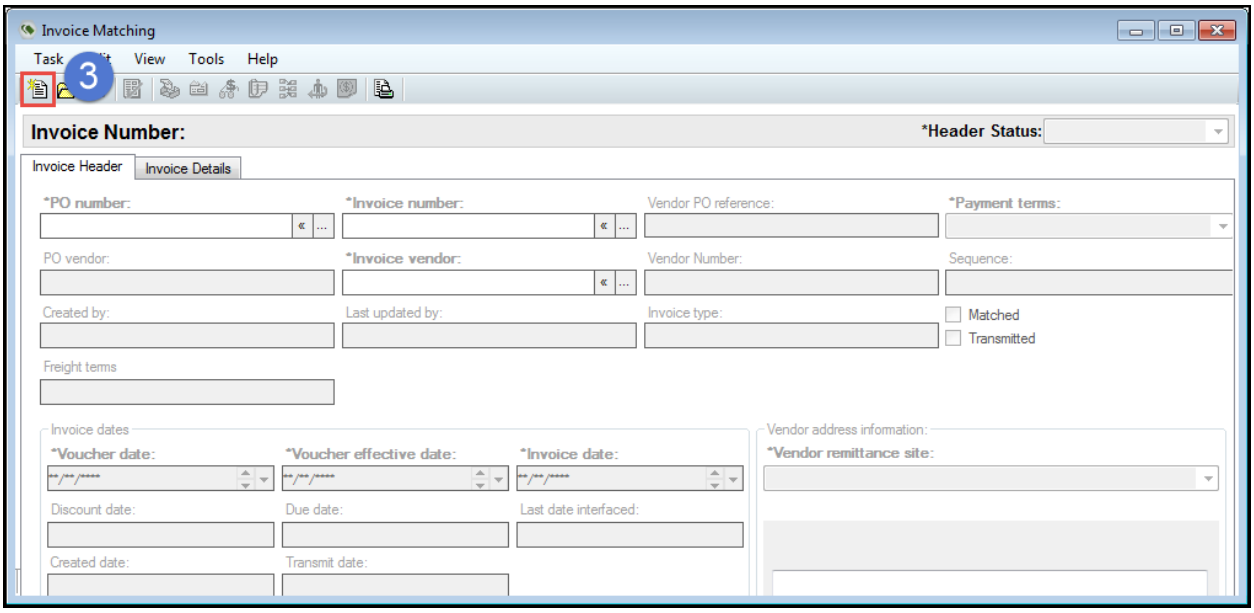
The **Select Invoicing Profile** pop-up window displays.



Select Invoicing Profile Pop-Up Window

2. Select a profile from the **Invoicing profiles** drop-down menu.

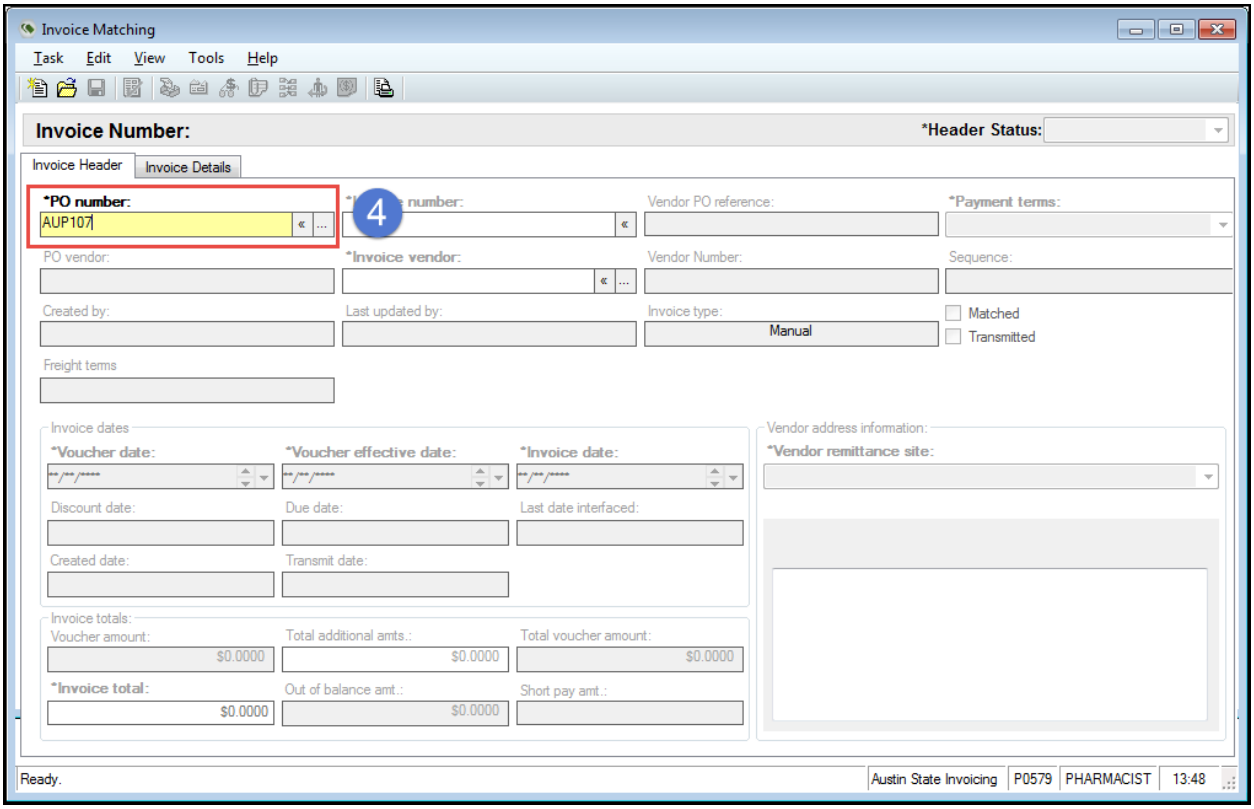
The **Invoice Matching** window displays.



Invoice Matching Window

3. Click the New Invoice icon ( ) to begin a new match.

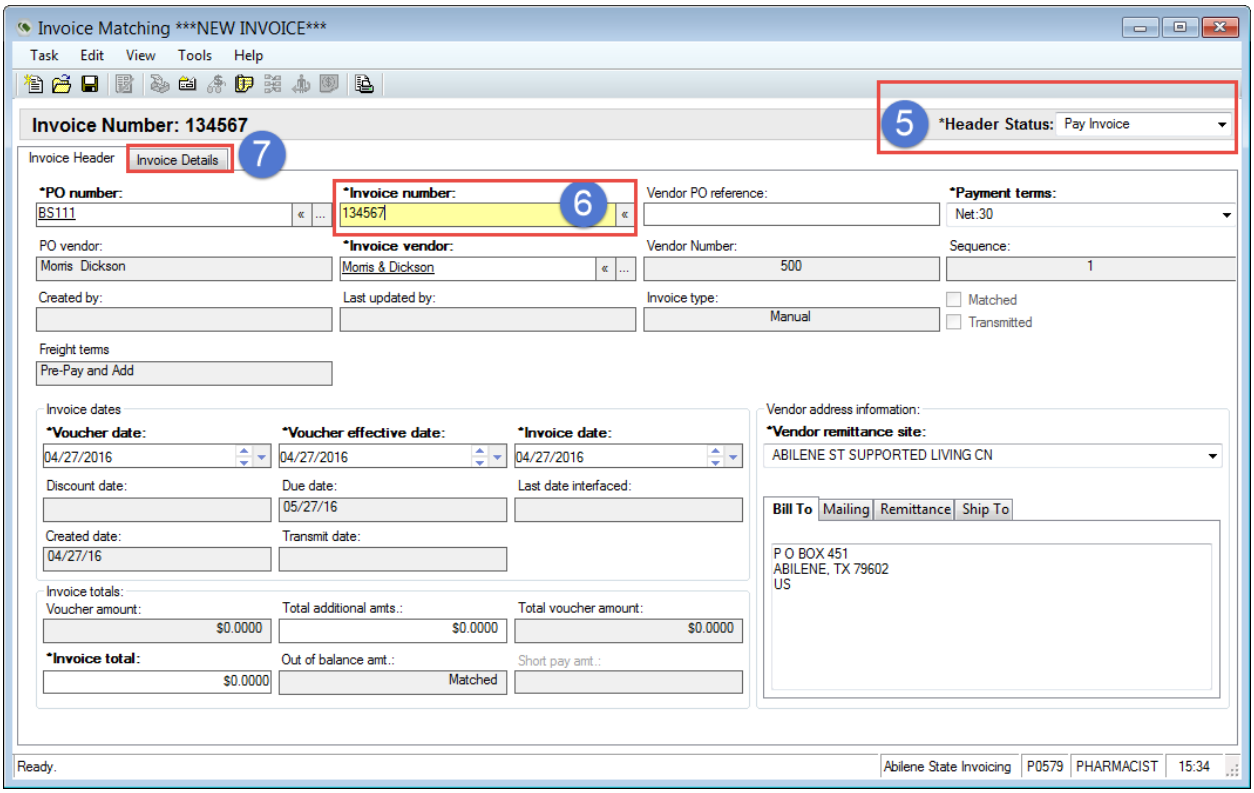
The **Invoice Matching** window refreshes.



Invoice Matching Window

4. Type the PO number in the **PO number** field. Press the Enter key on your keyboard.

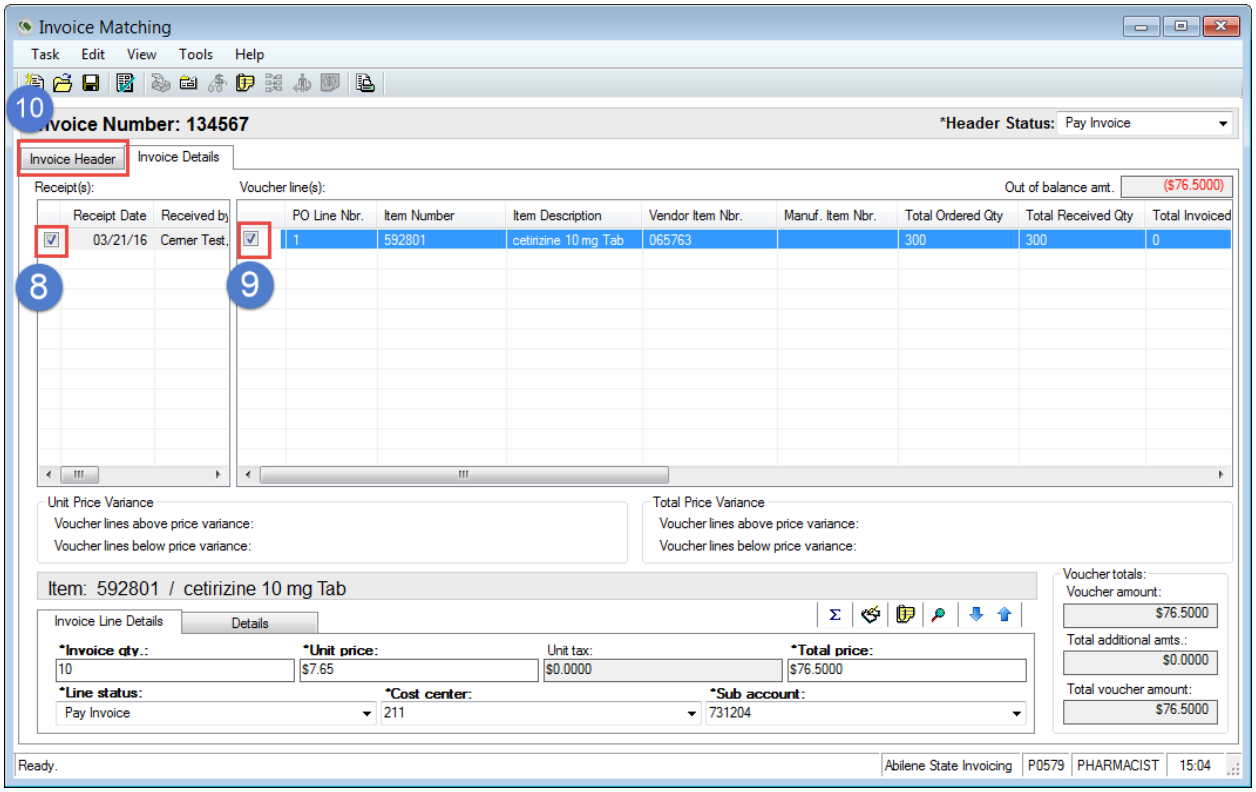
The **Invoice Matching** window refreshes to display PO information.



Invoice Matching Window

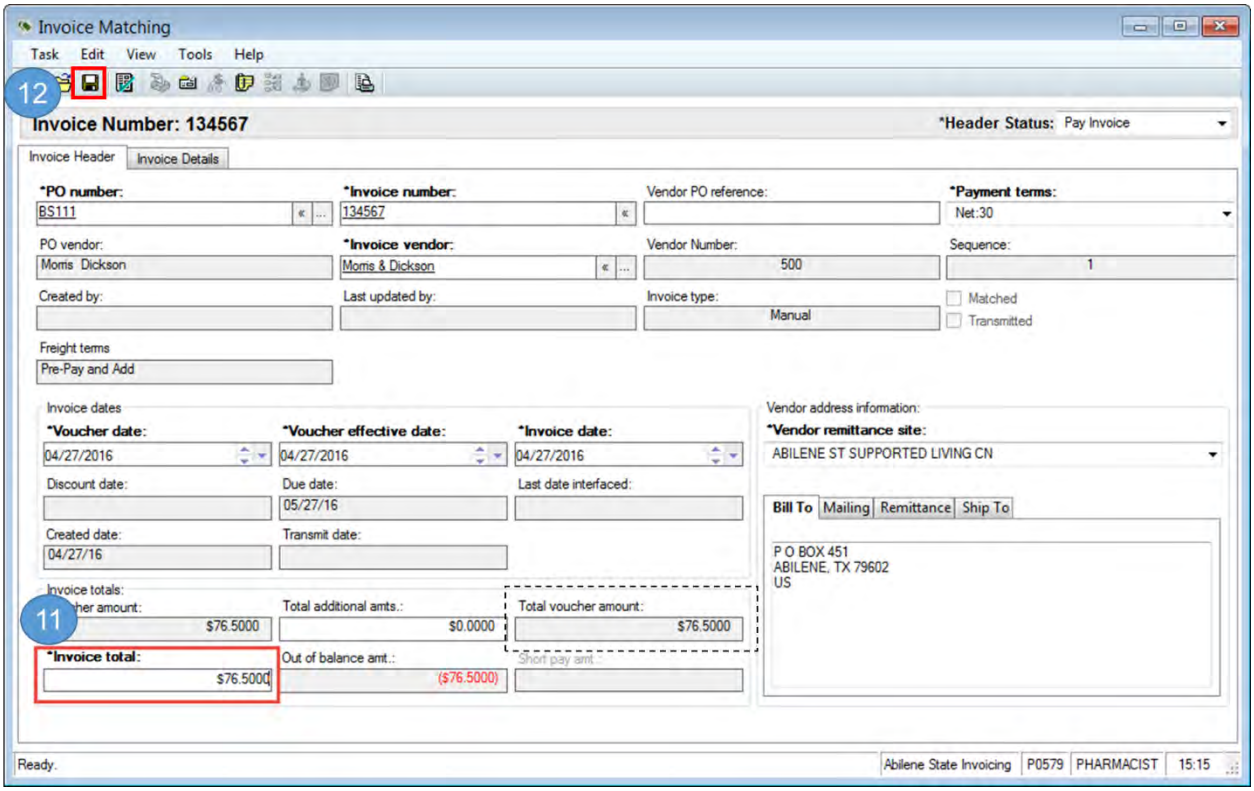
5. Make a selection from the **Header Status** drop-down menu.
6. Type the invoice number in the **Invoice number** field.
7. Click the **Invoice Details** Tab.

The **Invoice Details** window displays.



8. In the receipt window, mark the check-box next to the receipt requiring an invoice.
9. In the voucher-line(s) window, mark the check-box next to the items requiring an invoice.
10. Return to the **Invoice Header** tab.

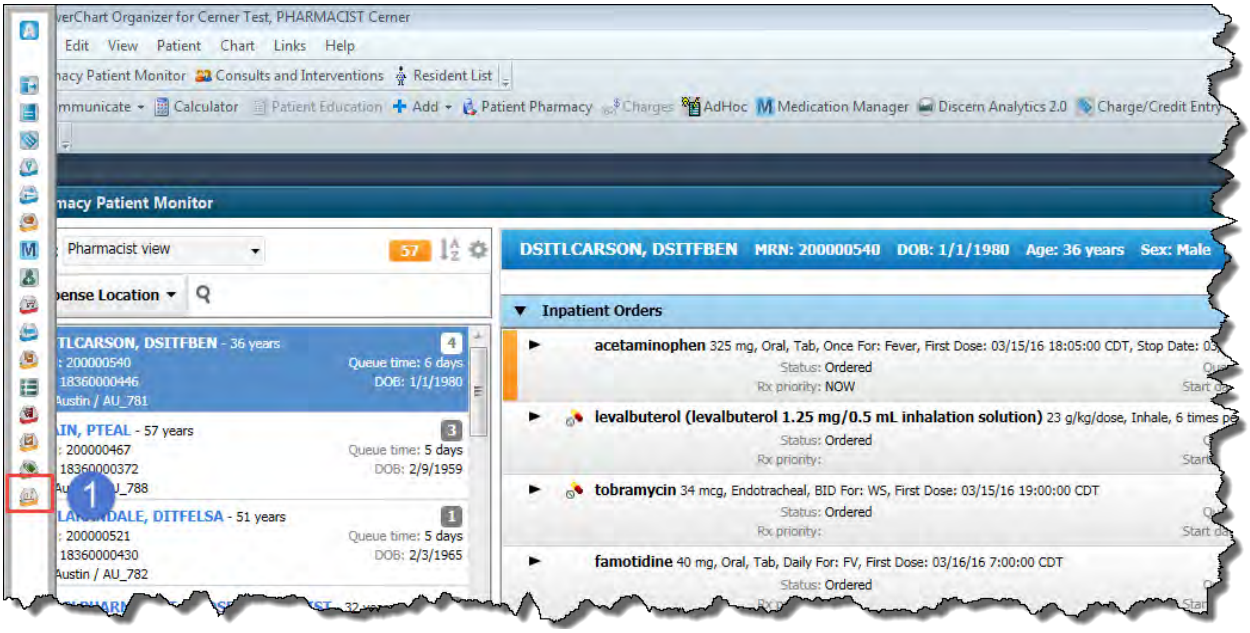
The **Invoice Header** window displays**.**



11. Enter the **Invoice total**. Note: the invoice total should match the total voucher amount to avoid an outstanding balance.
12. Enter Click the Save icon ( ).

Physical Count

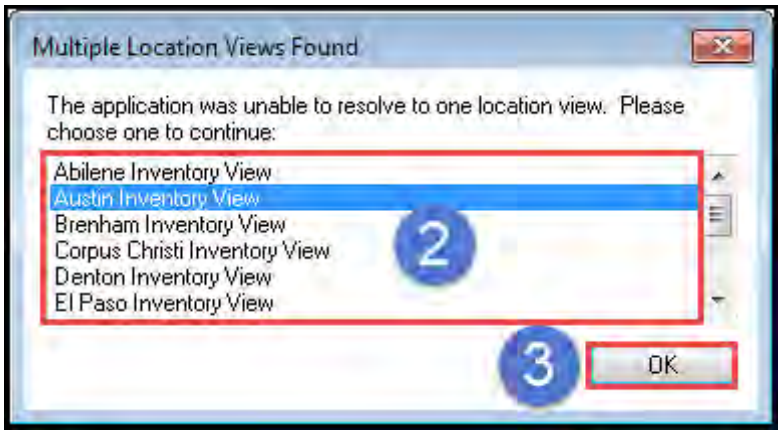
Use the **Appbar** to access the **Physical Count** application.



Appbar

1. Click the **Physical Count** icon ( ).

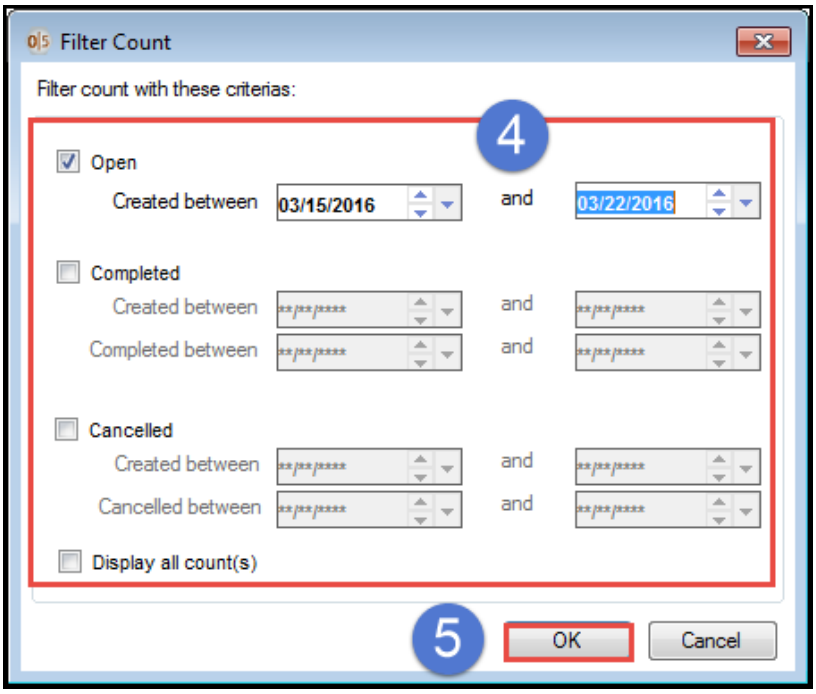
The Multiple Location Views Found pop-up window displays.



Multiple Location Views Found Pop-Up Window

2. Select a location view.
3. Click **OK**.

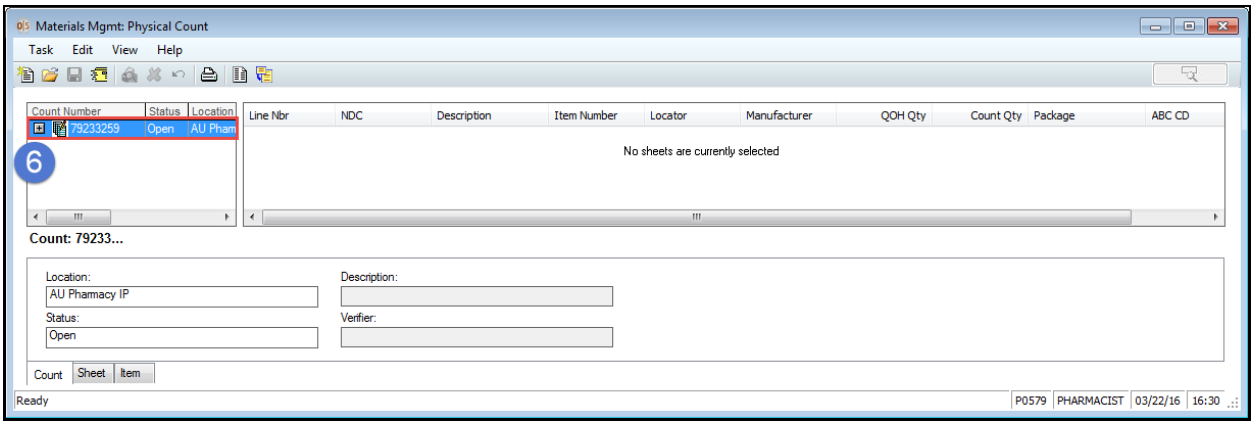
The **Filter Count** pop-up window displays.



Filter Count Pop-Up Window

4. Enter filter criteria in the fields provided.
5. Click **OK**.

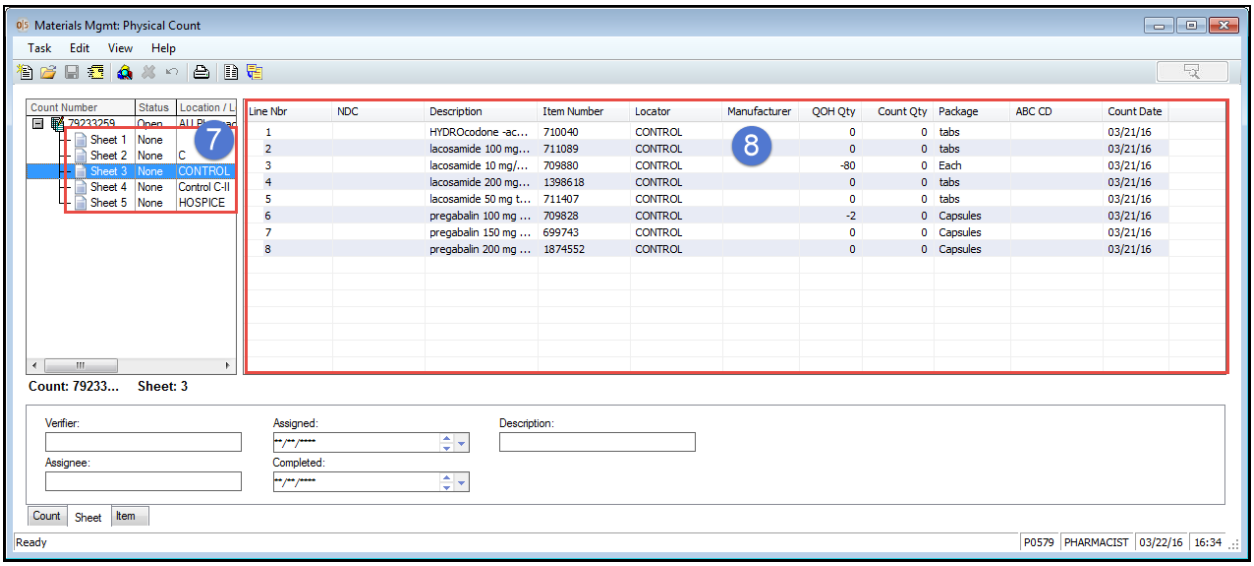
The Materials Mgmt: Physical Count window displays.



Materials Mgmt: Physical Count Window

6. Double-click on a result in the **Count Number** field.

The result expands to display sheets of data.



Sheets Displayed in the Materials Mgmt: Physical Count Window

7. Select a sheet from the expanded view to view detail.
8. Click on an item to view more information in the fields at the bottom of the window.

Exercises

1. Enter a requisition.
2. Verify that the requisition has been submitted.

ASSESSMENT

1. Which tab in PharmNet Pharmacy Medication Manager displays a detailed list of all medications for the selected resident?
   a. Acute Profile
   b. Ambulatory Profile
   c. Prescription History
   d. Unverified Orders Monitor

2. Which of the following allergies apply to the resident named TrainPHARM PHARMResident4? (Select all that apply)
   a. Latex
   b. Soy Products
   c. Penicillin
   d. Ceclor

3. What is the dosage for the Reglan order for resident named TrainPHARM PHARMResident4?
   a. 5 mg
   b. 10 mg
   c. 15 mg
   d. 20 mg

4. A resident's height and weight can be updated within PharmNet Pharmacy Medication Manager.
   a. TRUE
   b. FALSE

5. Which of the following are options in the Action drop-down on the Acute Profile tab? (Select all that apply.)
   a. Verify
   b. Approve
   c. Reject
   d. View Profile

6. Where can you view the last time a medication was administered to a resident?
   a. Ambulatory Profile
   b. Acute Profile
   c. Demographics
   d. PowerChart

7. If a medication is from a resident's own supply, it does not have to be verified in PharmNet Pharmacy Medication Manager.
   a. TRUE
   b. FALSE

8. Search for requisition number 02032016-79012453 in Requisition. What is the item description?

a. LORazepam 2 mg/mL 1 mL injection
b. escitalopram 10 mg Tab
c. ranitidine 150 mg Tab
d. LORazepam 0.5 mg Tab

9. For which location is requisition number 02032016-79012453 requested?
   a. 211-AU_Infirmary
   b. 211-Dove Med Room
   c. 211-AU Pharmacy IP
   d. 211-Clinic
10. On what date was requisition number 02032016-79012453 created?
   a. 3/2/2016
   b. 3/3/2016
   c. 6/2/2016
   d. 6/3/2016

APPENDIX A

Cerner Icon Glossary

Icon	Description
	Medication - Indicates Medication Activities.
	Patient Care - Indicates Patient Care Activities.
	Assessments - Indicates Patient Assessment Activities.
	Other - Indicates Other Activities.
	Nurse Review - The order requires nurse review.
	Immediate Priority - Indicates STAT/NOW orders for a patient.
	Critical Results - Indicates Critical results for a patient.
	Non-Critical New Information - Indicates new non-critical results or orders for a patient. Clicking this icon shows you additional information on the new non-critical information.
	Critical New Information - Indicates new critical results or STAT/NOW orders. Clicking this icon shows you additional information on the new critical information.
	High Risk Alert - Indicates the patient has high risk indicators. Placing your pointer over this icon shows additional information about the high risk indicators.
	Isolation - Indicates the patient is in isolation. Placing your pointer over this icon shows additional information about the isolation type(s).
	No Quality Measures Met - Placing your pointer over this icon shows additional information about Quality Measures.
	At least one Quality Measures Met- Placing your pointer over this icon shows additional information about Quality Measures.
	All Quality Measures Met- Placing your pointer over this icon shows additional information about Quality Measures.
	Help - Clicking on this button opens the *CareCompass* Help Pages
	Order Comment - Indicates an order has a comment attached. Placing your pointer over this icon shows the comment.
	Establish Relationship - Clicking this button opens Establish Relationship Dialog box.
	List Maintenance - Clicking this button opens the List Maintenance dialog box and allows you to manage list.
	Add Patient - Clicking this button opens the Add Patient widow and allows you to add a patient to the current list.
	Abnormal Result - Normalcy indicator indicates result is Abnormal.
	High Result - Normalcy indicator indicates result is High.
	Low Result - Normalcy indicator indicates result is Low.

Pharmacy Icon Glossary

Icon	Description
">>"	This order has a pending action that has NOT been submitted.
	This order has been Reviewed and rejected or halted.
	This order requires pharmacy verification or acceptance.
" + "	The order has multiple ingredients or day of treatment orders (DOT for recurring time zero orders). Clicking the " + " will display the individual ingredients/orders.
" - "	The order has multiple ingredients or day of treatment orders (DOT for recurring time zero orders). Clicking the " - " will collapse the list.
	This order has an order comment documented.
	This order has pharmacy notes associated with it.
	This order is currently in a "patient owned med" status.
	This order is a compound.
	This active or future order does not have products assigned. This icon is only valid when the "split verify" preference is 'on'.
	This order has a pharmacy intervention documented.
	This order is part of a Link. And or Give With group.
	This order is part of a PowerPlan order in PowerOrders. *The tooltip for this icon will show the Plan name.*
	This PowerPlan order has been effected by an encounter move. *The tooltip will display a message about the link between the order and the plan has been broken.*
	This PowerPlan order has been voided however is still in an unverified state.
	This order has had therapeutic substitution accepted.
	This order has had therapeutic substitution declined.
	This order is a Recurring Time Zero (RTZ) order.

APPENDIX B

Cerner Terms Glossary

Term	Definition
Account Number	A unique medical record number assigned to each resident or guarantor that remains with the resident regardless of the number of encounters.
Active	An element in the system is active when an action can be performed on it (such as clicking it or pressing ENTER).
Activity Type	A division of a catalog type in the Order Catalog. For example, a catalog type of Laboratory can have activity types of General Laboratory, Blood Bank, Microbiology, and Anatomic Pathology. Activity types also can be subdivided into activity subtypes. For example, Anatomic Pathology may have the activity subtypes of AP Processing and AP Reports. Note - Each activity type is associated with a specific catalog type. Every item in the Order Catalog must have a catalog type and an activity type.
AdHoc Charting	Entering unscheduled results into the resident record. Only individuals with privileges to perform ad hoc charting can access the appropriate menu commands.
AdHoc Pharmacy Order	A pharmacy order added one at a time.
Administration Time	The time at which a medication, or continuous or intermittent order is administered to a resident. A nurse or other health care professional records the administration time on the medication administration record (MAR).
Appointment Availability View	Scheduling Appointment Book offers the option of displaying an availability bar that graphically depicts conflicts or available times during appointment scheduling. Duplicate appointment checking, interaction and sequencing rules, as well as advanced scheduling notification rules are used.
Appointment Notification	Notifications sent to specific routings or printers whenever an action such as confirm, modify, or cancel is performed on an appointment. Advanced appointment notifications can be defined where warnings are sent if an appointment is scheduled with inadequate advance notice according to predefined time limits.
Authenticated	The status of a document or result that has been approved or signed by the person ultimately responsible for it. The result or document is not considered final until it has been authenticated.
Authentication	The process that identifies users through the use of log-on names and passwords.
Availability Conflict	A system-detected difficulty in scheduling one or more requested appointments. This could be the result of person or resource availability checking.
Available Physicians	This window displays all available physicians whose last names agree with the starting value entered in the Physician Name field.
Benefit Order	The insurance plans for a resident.
Billing Code	An alphanumeric identifier assigned to an item to identify it to another system. Some examples are a CDM (Charge Description Master), which identifies items to a hospital billing system, and a CPT (Current Procedure Terminology), which identifies an item to most insurances and Medicare.
Block Scheduling	An enhancement to scheduling slots and is useful for utilization of resources such as operating rooms. With scheduling blocks, you can determine a release time for that slot

	or block of time to expire into a different slot. Reports can be run that analyze the data to determine the efficiency and utilization of the resources reserved in these blocks. The process of booking appointments to resource calendars composed of slots of a predefined time. Appointment slots have a single usage definition that does not change over time. Attempting to book a slot with an appointment request that does not match the definition of the slot will result in a warning message. Users with proper security may override this warning.
Cancel Status	Indicates that the transmission has been canceled.
Canceled State	A previously scheduled appointment type that has been removed from all resource schedules as well as the person schedule. Canceled appointments no longer occupy time for the originally booked person and resources.
Care Coordination	The Cerner Millennium solution that supports the care planning process and the delivery of the direct resident care that is defined in the plan of care. The solution can use clinical pathways, nursing care plans, and multiple-disciplinary plans of care.
Cerner Millennium	Cerner Millennium is Cerner's comprehensive suite of solutions that promote personal and community health management by connecting consumers, clinicians and healthcare organizations into a streamlined, unified single care process. Cerner Millennium applications work on a cohesive platform that is open, intelligent and scalable, allowing vital health information to be accessed and shared throughout the healthcare system.
Chart Body	The body of a chart that holds the diagnostic information entered for the procedures, administrative information associated with the procedures, or both.
Chart	In PowerChart, a chart is the aggregation of all information recorded about a person's health status. All inpatient and outpatient visits, lab results, procedures, evaluations, orders, reports, X rays, photographs, films, audio recordings, and other multimedia information pertaining to a person's health are considered part of the total chart. Historically, the chart has been paper-based. Recently, many institutions have begun storing resident information in databases accessible by computers, and the chart has become increasingly electronic.
Charted	Comments that can be posted in a chart or report.
Computer-Based Training (CBT)	Standard computer-based training may be purchased for those Cerner Millennium applications for which CBT is available; or a CBT can be custom-designed for a client as an optional service.
Context Menu	A menu that pops up when you right-click some elements.
Comment	A free-form narrative attached to a term in an encounter note using the Comment function.
Continuous Order	One of the three order types used in *PharmNet*. Continuous orders are intravenous orders marked by uninterrupted infusion over a period of time sufficient to require additional supplies of the product or products at regular intervals. For example, a large volume parenteral is a continuous order. The set of attributes required to correctly distinguish continuous orders from other order types includes interval, rate, and total volume.
Co-Signer	Person who signs off on a document to indicate that the contents of the document are accurate.
Discontinued Order	In *PharmNet*, a pharmacy order that was stopped by a physician, pharmacist, or clinician, or because its course of therapy has been completed. For example, an order can be discontinued for an antibiotic when the resident has completed the course of therapy. An order can also be discontinued by a clinician when a resident has an adverse drug reaction or does not tolerate the side effects of the medication.

Dosage	In *PharmNet*, dosage refers to the defined frequency, amount, strength, and quantity of doses of a medication.
Dose	In *PharmNet*, dose refers to the amount of a drug or drug therapy.
Downtime Sequence	The sequence used by the system when it is assigning numbers during a system downtime. The pool of available numbers for this sequence should be separate from those used for the default sequence.
Downtime	Any period of time during which the system is unavailable to users. The cause is not relevant.
Dispense	In *PharmNet*, to prepare and distribute medications for a single order, as part of a fill list or batch, and to replenish the medication supplies.
Electronic Medical Record (EMR)	The electronic medical record replaces the resident's paper medical record. The EMR is at the heart of the automated health system. It allows resident records to be viewed and updated by numerous healthcare providers simultaneously. No longer are the residents' records inaccessible while waiting to be refiled.
Electronic Signature	The act of verifying or accepting a transcribed report online instead of signing the physical piece of paper on which the report is printed.
Encounter	A single resident interaction. The following interactions are examples of encounters: resident registered as an inpatient, resident registered as an outpatient. In the homecare setting, the following interactions are examples of encounters: resident admitted to home health, resident admitted to home infusion services.
Encounter Number	An internal number assigned by the system for each resident encounter.
Encounter Type	A classification of resident visit types. Examples include inpatient, outpatient, and emergency room.
Encounter Note	The textual documentation of a clinical encounter, such as inpatient, outpatient, or emergency.
Encounter Access Method	Person name, Person ID, Medical Record Number, and Social Security Number can be used to access encounter information. Person name and Person ID require the selection of an encounter if more than one exists on the person. Medical Record Number and Social Security Number are encounter identifiers, and directly access the appropriate encounter.
Floor Stock	Medications stocked at the care location. Also referred to as ward stock. Floor stock items typically are not included on fill lists.
Free Text	User-entered text, which is saved by the system.
Free Text Field	Free-text field types allow you to specify a free-text response.
Future State	A narrative or graphical description of how each type of process in the analyzed work area will work after improvements are completed. This future state may include targeted benefits and proposed processes to collect measurement data to monitor improvement.
Go-Live	Conversion or go-live is the process by which Cerner makes the system available to the client for the first production use.
Immediate-Print Label	A specimen label produced by the system as soon as an order is requested. This type of label is typically printed when specimens have already been collected for the orders, or when orders are requested with a *stat* collection priority.
In-Process Status	This status indicates those requests on which action has been taken but not completed.
Intermittent Order	One of the three order types used in *PharmNet*. Intermittent orders are intravenous orders defined by short periods of infusion that are interrupted before the next scheduled administration time. An intravenous piggyback is an example of an

	intermittent order. The set of attributes required to correctly distinguish intermittent orders from other order types includes interval frequency, rate, infuse over value, and total volume.
JCodes	Billing codes associated with pharmacy charges used to identify specific ingredients and dosage in a given injection. It is defined in Charge Services as a bill code.
Label Comment	Label comments are predefined messages created as a database to be shared with other applications. When you enter the corresponding code during order entry, the system displays the appropriate label comment. A textual comment that is to print on container labels or collection lists, depending on the customized label format. Label comments typically are entered when the order is requested, and serve as instructions to persons collecting or handling the specimen. Examples of label comments might be "Draw from right arm" or "Nurse will call when ready."
Location Group	A group of locations by which you can filter a list of tasks to be performed. For example, if you work in the locations 2N and 3N and these are defined together as a group, you could select this group when requesting your list of tasks.
Lot Information	Drug manufacturers and wholesalers routinely supply lot numbers and expiration dates for products. The ability to track lot numbers and expiration dates can be used in a variety of situations, including drug recalls.
Medical Record Number (MRN)	A permanent number used to identify the resident. It typically remains unchanged even if the resident has multiple encounters.
Medication Administration Record (MAR)	A report that serves as a legal record of the drugs and drug-related devices administered to a resident at a facility by a nurse or other healthcare professional. The nurse or healthcare professional signs off on the record at the time that the drug or device is administered. This report also documents that the appropriate therapy is provided to the resident.
Medication Order	One of the three order types used in the *PharmNet* system. Medication orders are distinguished by administration at a discrete moment in time, whether once or at regular intervals. Examples of medication orders include tablets, capsules, suppositories, and syringes. The presence of frequency, without rate, infuse over value, or total volume distinguishes medication orders from other order types.
Multi-Choice Field Type	Multi-choice field types allow you to specify at least one of several responses.
Multiple Select	To select more than one item, click the first and last items while pressing Shift, if they are listed sequentially. If they are not sequential, press CTRL and click each one individually.
New Orders Display	The area of the Orders view of the resident chart that displays all unsigned orders placed during a particular conversation. Also called the scratch pad.
Order Category Display	Orders are grouped and displayed in a hierarchy according to clinical interest. The site determines the hierarchy and the orders contained within it.
Order Type	Order Types are categories used to classify pharmacy products on the basis of how they are ordered, in particular, on the basis of a set of attributes that varies from one Order Type to the next. The three Order Types available for selection in the *PharmNet* system are continuous, intermittent, and medication.
Outside Orders	Outside order are those orders place in another order entry application, such as PowerChart, Departmental Order Entry, OSM Requisition Order Entry, or even from an interface with an external system. When the specimens are received in the laboratory, these orders are logged in using Maintain Case.

PharmNet	*PharmNet* fully integrates with other clinical applications, automating medication use across the entire spectrum of medication management.
Physician Name	The first few letters of the last name of the consulting physician should be entered in this field. Upon doing so, the user can then click Search to reveal a list of physicians from which to choose.
PowerChart	The Cerner Millennium solution that is the enterprise clinician's desktop solution for viewing, ordering and documenting the electronic medical record.
PowerOrders	A physician order entry solution that gives appropriate access to real-time, relevant clinical information at any point in the care process.
Proxy List	This optional feature allows you to review, accept, and reject reports on behalf of another radiologist.
Proxy	A person designated to perform a task or review results for another health care provider.
Refresh	To replenish new information from the database and redisplay it within the current screen view.
Resident Chart	In Cerner Health Information Management, a resident chart is an encounter-level collection of resident information. The resident chart includes all documents, notes, and images pertaining to a single visit.
Resident Demographics	Information defined for the person or encounter. Demographic information includes elements such as the current location (nursing station, room, and bed, for example), alias identification values, age, birth date, gender, and maiden name.
Resident Medication Profile	A printed report that lists all of the drugs prescribed for a resident, which may contain active, suspended, or discontinued orders. The resident medication profile can be used to support the health care facility in case of a system failure or power outage to ensure that residents receive the appropriate drug therapy.
Review (Orders)	The process of checking an order for accuracy and appropriateness. Orders subject to nurse review are designated with an icon that resembles a pair of spectacles. The site defines which orders require nurse review.
Review (Results)	To verify a result. Results entered in the flowsheet become part of the resident record. Whether the result records a discrete task assay, document, or laboratory value, the person ultimately responsible for its accuracy must verify or review the result and sign it. When signed by the appropriate person, the result has the status of Authenticated (final).
Reviewer	Additional person who receives a copy of a document for review.
Schedulable	Any item that can be scheduled to a resource or person appointment schedule.
Schedule	The process of creating an appointment request, booking the request to one or more persons or resources, and confirming the booked requests.
Scheduled	A medication order that has fixed dose times. The times can be fixed to always occur at the same time of day or be determined by the system based on an interval. These are usually identified by standard frequency codes, such as bid (twice daily at 0800 and 1600) or q8h (every eight hours starting from 10 a.m.).
Scratch Pad	The new order area of the Orders view of the resident chart. All unsigned orders placed during an order conversation are displayed on the scratch pad until they are signed and submitted.
Selected Physicians	This window displays the names of physicians who have been chosen from the Available Physicians window.
Selection Criteria	Variables that determine which residents are included in a distribution.
Soft-Stop	Soft-stop review policies are implemented to notify the prescriber that a medication order requires review, but the medication actually will not be discontinued if the situation is not addressed by the prescriber.

Sorts	Sorts are used to put data in a particular order.
Subclass	A subclass is a method to categorize or group interesting case files. Subclasses allow radiologists or residents to group certain interesting case files together and assign a name to that group. Subclasses are personal or shared.
Summary Sheet	Used to display a summary of the resident's health history to the healthcare provider.
Tab	A window element resembling a folder tab that is used to group similar information.
Task Type	Task types are used to group similar, individual tasks together. For example, a task type of dietary might contain all dietary tasks such as clear liquid diet, soft diet, and so on.
Toolbar	A window element containing buttons or other window elements to facilitate accomplishing a task.
Tooltip	A description displayed when you move the cursor over a button in the toolbar.
Unauthenticated	The status of a document or result that has not been approved or signed by the person ultimately responsible for it. The result or document is not considered final until it has been authenticated.
Uncommitted Data	Data that has been entered but not saved or signed. Sometimes, uncommitted data is displayed in a special color until it is saved. If the user attempts to close a window or exit an application with uncommitted data, a system prompt warns that this data will be lost.
Untransmitted	The report has not been transmitted.
Unverified Order	In *PharmNet*, an order entered in the system by a pharmacy technician or other healthcare professional that must be verified by a pharmacist. Unverified orders include all pharmacy order types---continuous, intermittent, and medication.
Verify	To confirm that the result entered for a procedure is correct. The process of verifying updates the status of the result to Complete. Results of procedures are not available for general inquiry, transmission, or charting purposes until verification occurs.
Wildcard	A character that allows a search over a wide range of related data elements.
Worklist	A list of orders that need to be completed.
Worklist ID	The worklist ID is an identifier that is assigned to a specific worklist. The date and time is also stamped with the worklist ID so that if the same worklist ID is used multiple times, the date and time will differentiate each worklist ID.
Worklist Name	The worklist name is the name assigned to a predefined set of selection criteria for the worklist.