|  |  |  |  |
| --- | --- | --- | --- |
| Standard Operating Procedure | | | |
| **Date Created** | August 2017 | **Version Number** | 1.0 |
| **Created by** | Melanie Colegrove | **Owner** | EP Team |
| **Reviewed by** | Julie Barlow, Pharmacy Clinical Services Manager | **Time to Operate** | 5-10mins |
| **Checked by** |  | **Frequency of Use** | Daily |
| **Purpose of SOP** | Procedure for entering a referral to community pharmacy via Meditech | **SOP** |  |
| **Project / System** | PharmOutcomes |  |  |
| **Tools / Equipment** | Meditech access | **Next Review Date** | August 2019 |

|  |  |  |
| --- | --- | --- |
| No | Main Operating Steps | Explanation / Examples / Diagrams |
| 1 | From the**Status Board** identify and select the patient, ensuring you have the correct **CC number** |  |
| 2 | Select **Orders** |  |
| 3 | In the “Category” field type **PHARM** and press <**Return**> |  |
| 4 | The order screen will be populated with the patient details.  Confirm this is the correct patient.  Press <**Return**> |  |
| 5 | In the field in the top left hand corner, type **EO**  (i.e. **E**nter **O**rder)  Press <**Return**> |  |
| 6 | Press <**Return**> until you reach the “Category” field |  |
| 7 | In the “Category” field type **PHARM** and press <**Return**>  In the “Procedure” field type **CPR**  (or select **CPR** from the <**F9**> look up menu)  Press <**Return**> |  |
| 8 | The screen will be pre-populated with the following field data  “Pri” **R** and “Date” **T+**  In the “Pri” field accept the default of **R** by pressing <**Return**>  In the “Date” field delete **+** and press <**Return**>  In the “Time” field type **N** and press <**Return**> |  |
| 9 | The “User” field with be automatically populated with your Meditech user **Mnemonic**  Press <**Return**> |  |
| 10 | If you need to access PCI at this stage, type **Y** in the “Link to PCI?” field.  This will link to the PCI screen  (Note: to exit from the PCI screen press <**F11**> and select **YES** at the “Exit PCI?” prompt)  If you do not want to access PCI, leave this field blank  Press <**Return**> |  |
| 11 | To search for the patient’s nominated Community Pharmacy access the PharmOutcomes Website via the link provided.  In the “Link to PharmOutcomes Website?” field type **Y** and press <**Return**> |  |
| 12 | This opens up the PharmOutcomes **Referral Provider Search** web page.  Search for the patient’s nominated Community Pharmacy using the “Provider Search” box on the website.  You can search by typing different search terms in the search box e.g.:   * pharmacy name * postcode * street name * area (e.g. Blacon, Upton)   A drop down list of matching Community Pharmacy options will be displayed. |  |
| 13 | Select the required Community Pharmacy from the drop down list by clicking on it with the mouse. |  |
| 14 | The Provider ODS Code for the selected pharmacy will then be displayed.  Copy this code using Ctrl-C  Move back to the Meditech Order screen |  |
| 15 | Place the cursor in the “Community Pharmacy” field  Use Alt-V to paste the code into that field  Press <**Return**> to continue completing the whole referral**\***  **\***Note:  If you are entering this on admission, to ensure an **admission notification** is sent automatically to the nominated Community Pharmacy, the rest of the referral doesn’t need to be completed at this stage.  Press <**F12**>  At the “File Verified?” prompt select **Yes** |  |
| 16 | In the “Referral Reason” field press <**F9**> to view the list of Referral Reasons  Select the appropriate reason and press <**Return**>  Note:  **Multiple reasons** can be entered here if appropriate |  |
| 17 | Referral Reason field will be populated.  Press <**Return**> |  |
| 18 | In the “Additional Comments” field enter any other relevant information to be communicated.  This is a **free-type** field.  Press <**F12**> twice to File |  |
| 19 | At the “File Verified?” prompt select **Yes** |  |
| 20 | The completed referral will look like this |  |
| 21 | End of Operation |  |