This Quick Reference Guide (QRG) outlines the process of documenting dual pharmacist verification.

## Document Dual Pharmacist Verification

➢ **From the Pharmacy Patient Monitor screen:**

**STEP 1**: Click the **View** drop-down arrow; then select the appropriate location. A list of patients displays.

**STEP 2**: Click the patient name. The patient's chart displays.

**STEP 3**: Click the AdHoc icon on the toolbar. The AdHoc Charting screen displays a listing of folders for the different types of charting entries.

**STEP 4**: Click the **Pharmacist Chemotherapy Documentation** folder.

**STEP 5**: Select the **Chemotherapy Dual Pharmacist Verification** check box.

**STEP 6**: Click the Chart button.

**STEP 7**: Click the **First Pharmacist Verification** field; then enter the pharmacist name.

**STEP 8**: Click the **First Pharmacist Verification Date field**; then enter the date.
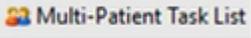
NOTE: You can use the "T" shortcut to enter today's date.

**STEP 9**: Click the **First Pharmacist Verification Time field**; then enter the time.

NOTE: You can use the "N" shortcut to enter the current time.

**STEP 10**: Click the **First Pharmacist Comments field**; then enter a comment about the verification or provider orders that you want the second pharmacist to see.

**STEP 11**: Click the Save icon in the toolbar; then click the Close button. The first pharmacist is now finished with verification.

**STEP 12**: Click the Multi-Patient Task List icon. The Multi-Patient Task List displays the In Process tasks for Chemotherapy Dual Pharmacist Verification; the second pharmacist will now look for the pending icon that denotes that a task has been saved and that they have a form to sign for second verification on the patient chart.

**STEP 13**: Double-click the patient row.

**STEP 14**: Click the **Second Pharmacist Verification** field; then enter the pharmacist name.

**STEP 15**: Click the **Second Pharmacist Verification Date** field; then enter the date.

NOTE: You can use the "T" shortcut to enter today's date.

**STEP 16**: Click the **Second Pharmacist Verification Time** field; then enter the time.

NOTE:    You can use the "N" shortcut to enter the current time.

**STEP 17**:   Click the **Second Pharmacist Comments** field; then enter any comments about the second verification or provider orders.

NOTE:    Notice that the RPh1 field indicates that the first pharmacist has saved the task while the RPh2 field indicates that the second pharmacist needs to sign the task as denoted by the check mark.

**STEP 18**:   Click the ✔ **Sign** icon in the toolbar.

**STEP 19**:   Click the 🔄 **Refresh** icon. The Item no longer displays in the MPTL.

For questions regarding process and/or policies, please contact your unit's Clinical Educator or Clinical Informaticist.  For any other questions please contact the Customer Support Center at:
207-973-7728 or 1-888-827-7728.