# Appendix I - User Guide

In this appendix, we will review the snapshots of the UI representing the flow of the screens describing how single, group or medication plan drug orders are created, viewed, revised, discontinued and renewed. The chapter will guide module Administrators, Physicians and Pharmacists on how to use the Drug Order and Pharmacy module to perform e-prescription.

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# 1. Administrator User Guide

The following chapters present the user interface pertaining to the module administrator as the user of the Drug Order and Pharmacy module. The chapters include instructions on creating concepts for drugs and diseases, managing medication plans by defining, updating, revising and discarding the plans or regimen meant to treat a specific illness or disease. The availability of a plan or regimen will allow the Physicians to order a predefined set of drugs by selecting a plan.

# 1.1 Create Drug Concept

In this chapter, we will study the UI relevant to the Administrator in the process of creating a concept for a drug. This step is a prerequisite to define medication plans involving drugs as well as to place an order for a specific drug. A drug name can only be referred to if it has a concept defined in the concept dictionary. This drug will be a part of the drug class and will appear in the list of available drug options when the Administrator prepares a medication plan or when the Physician tries to place an order for the given drug.

1. Login to OpenMRS homepage using the Admin account. Click 'System Administration' icon.

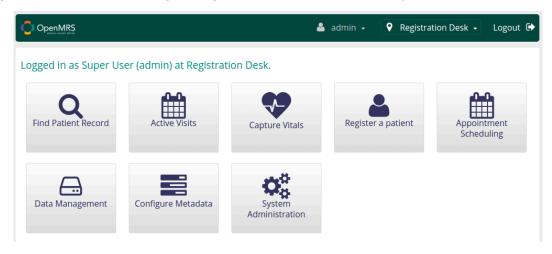


Fig. 1.1.1 Drug Order and Pharmacy Module: OpenMRS Homepage

2. Click 'Advanced Administration' icon.

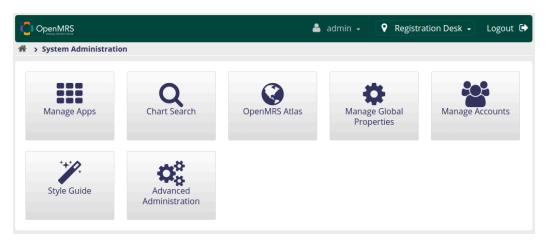


Fig. 1.1.2 Drug Order and Pharmacy Module: Administration Icons

3. Get redirected to the 'Administration' page.

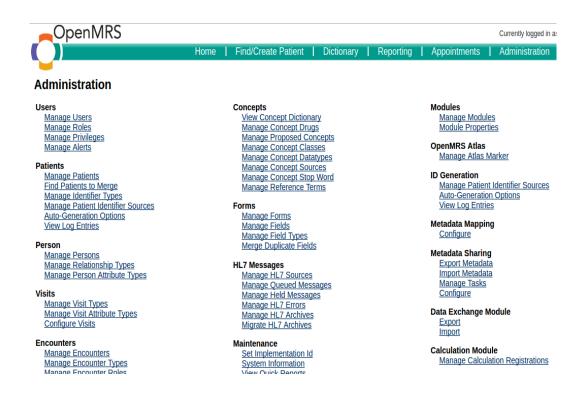


Fig. 1.1.3 Drug Order and Pharmacy Module: Administration Page

4. Click 'Dictionary' on the menu bar. Click the link 'Add New Concept'.

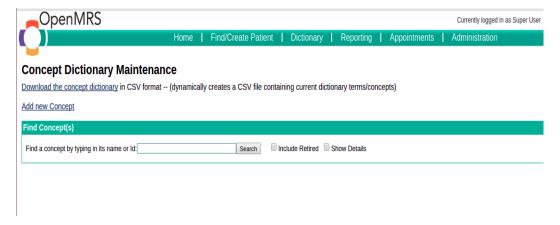


Fig. 1.1.4 Drug Order and Pharmacy Module: Concept Dictionary Page

5. Get redirected to the page to create a new concept.

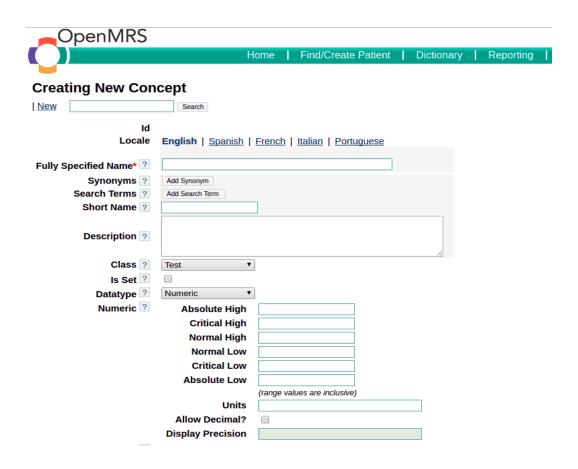


Fig. 1.1.5 Drug Order and Pharmacy Module: Create New Concept

6. Specify the name of the drug in the field 'Fully Specified Name' and select the option 'Drug' in the select field for 'Class'. Select 'N/A' as Datatype option.

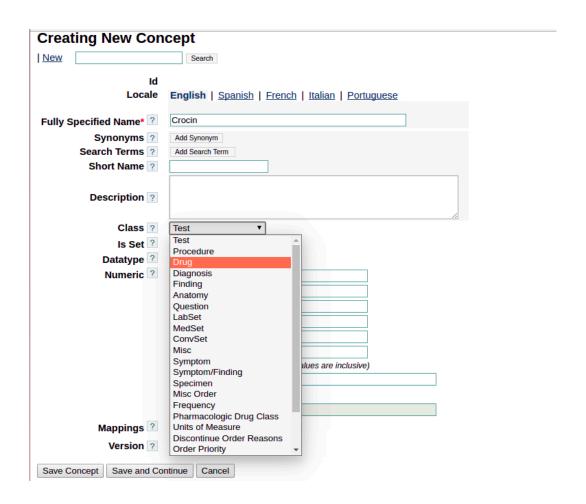


Fig. 1.1.6 Drug Order and Pharmacy Module: Specify Concept Name and Class

7. Click the 'Save Concept' button to save the drug concept.

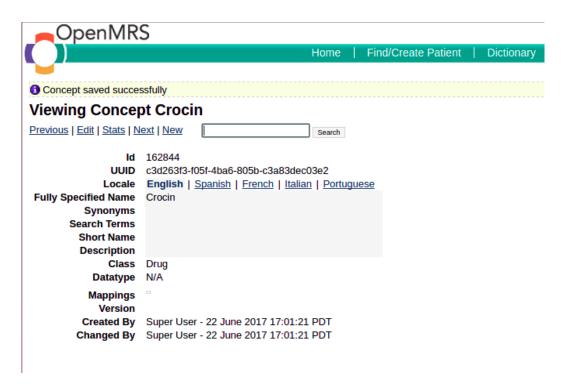


Fig. 1.1.7 Drug Order and Pharmacy Module: Save Drug Concept

## 1.2 Create Diagnosis Concept

In this chapter, we will study how the module Administrator can create a disease concept. This step is a prerequisite in order to define medication plans or to place an order a drug. A disease name can only be referred to if it has a concept defined in the concept dictionary. This disease will be a part of the diagnosis class and will appear in the list of available diagnosis options when the Administrator prepares a medication plan or when the Physician tries to place an order for a drug and has to specify the diagnosis made. To create a concept, first follow the steps 1 - 5 from Section 1.1.

1. Specify the name of the disease in the field 'Fully Specified Name' and select the option 'Diagnosis' in the select field for 'Class'. Select 'N/A' as Datatype option.

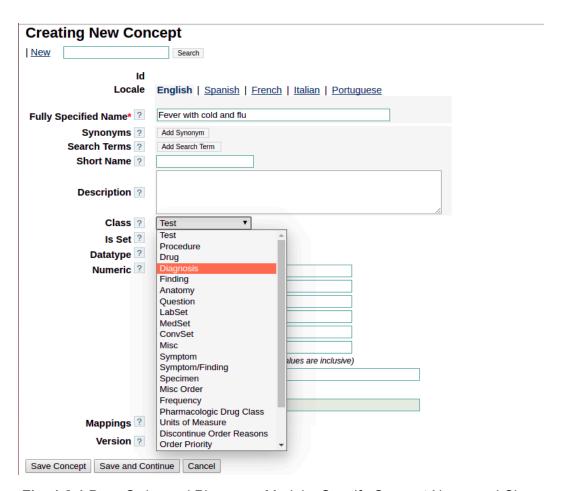


Fig. 1.2.1 Drug Order and Pharmacy Module: Specify Concept Name and Class

2. Click the 'Save Concept' button to save the diagnosis (disease) concept.

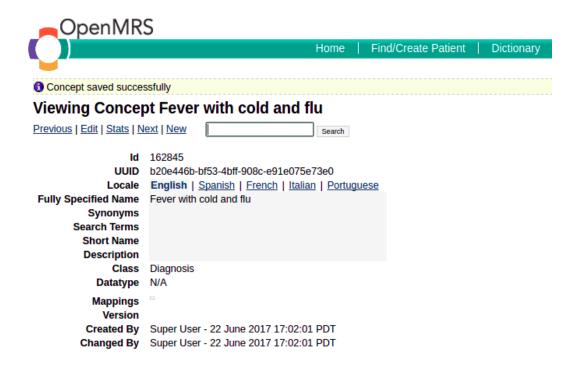


Fig. 1.2.2 Drug Order and Pharmacy Module: Save Diagnosis Concept

## 1.3 Manage Medication Plan or Regimen

In this chapter, we will study, the steps followed by an Administrator to define a medication plan or regimen, add a drug to an existing medication plan, view the formulations defined for a drug in the plan, edit the drug formulations in the plan as well as the steps to discard some or all of the standard plan drugs defined in the medication plan.

1. Login to to the 'Administration' page.

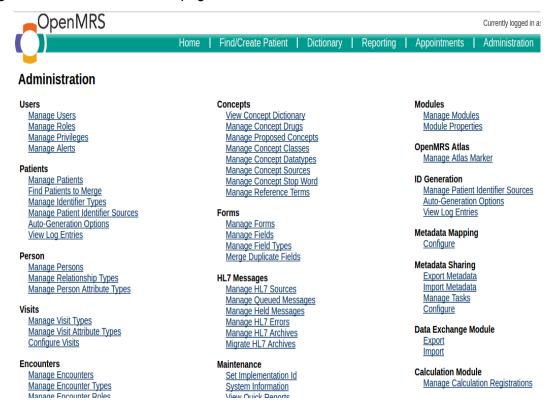


Fig. 1.3.1 Drug Order and Pharmacy Module: Administration Page - Part A

2. Scroll down the page to find a label called 'Drug Orders module' and click the link called 'Administration' under it.

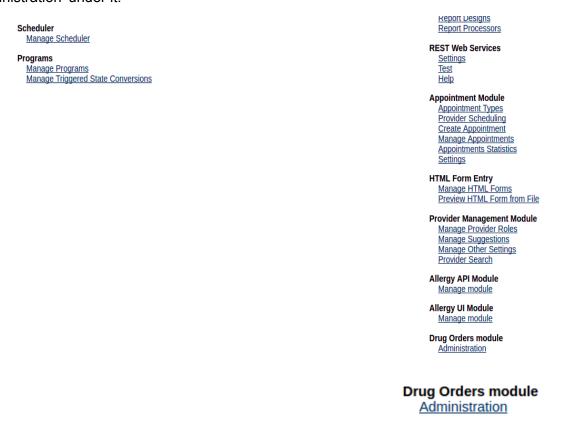


Fig. 1.3.2 Drug Order and Pharmacy Module: Administration Page - Part B

3. Get redirected to the Administration homepage. This page displays the 'Active Medication Plans' table that lists the active plans that are defined in the system.

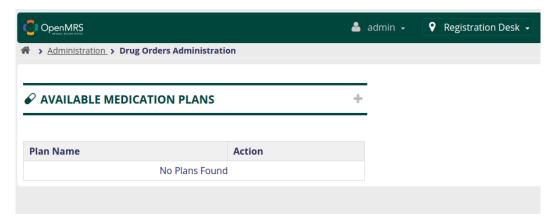


Fig. 1.3.3 Drug Order and Pharmacy Module: Administrator Homepage

#### 1.3.1 Define Medication Plan or Regimen

In this section, we will study the process of defining a medication plan or a regimen that identifies a medication plan to treat a specific disease.

1. Create a concept (as described in Sections 1.1 and 1.2) for the plan that needs to be defined.

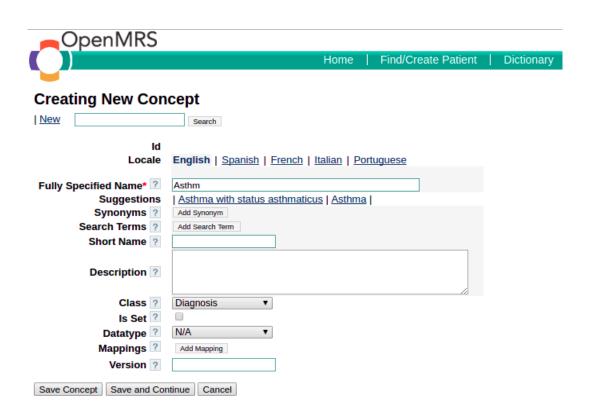


Fig. 1.3.1.1 Drug Order and Pharmacy Module: Create Plan Concept

Note that unless concepts are defined for the plan name (diagnosis) as well as the drugs that are ordered as a part of the plan, the plan cannot be defined. These concepts must be recorded in the Concept Dictionary in order to proceed with the subsequent steps. Any attempt to define a medication plan without defining concepts for the diagnosis/drugs being specified will immediately display a pop-up alert informing the user that the plan cannot be defined without defining concepts for the concerned plan and drug names.

2. Click the icon '+' next to the 'Available Medication Plans' label to load a form that provides fields to enter specifications – Name and Description of the plan. Both the fields are mandatory to be specified to create the plan.

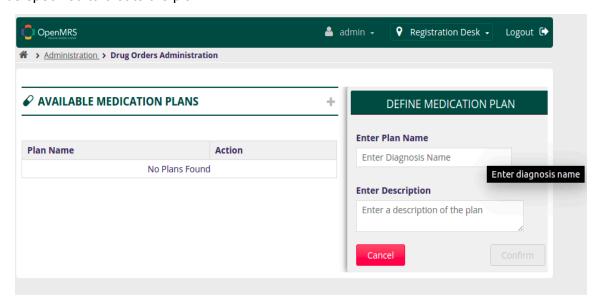


Fig. 1.3.1.2 Drug Order and Pharmacy Module: Create New Plan

3. Type the first few characters of the name of the plan (disease). This will provide a list of autocomplete options for plan name (concepts), consisting of the characters typed, to choose from. If the user types characters that does not match any concept, an alert is displayed warning the user that the plan cannot be defined without a matching diagnosis concept.

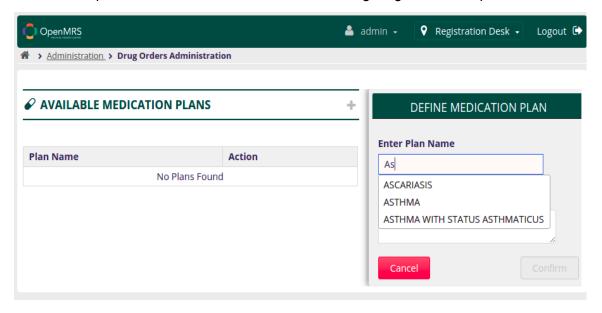


Fig. 1.3.1.3 Drug Order and Pharmacy Module: Enter Plan Name

4. Next, provide a description of what the plan does or cures.

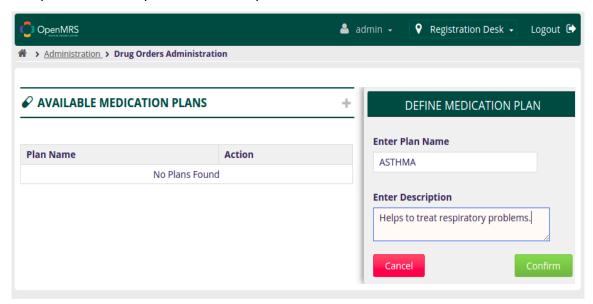


Fig. 1.3.1.4 Drug Order and Pharmacy Module: Enter Plan Description

5. The plan is now created and is listed in the Available Medication Plans table. However, if it is empty, i.e. it does not have any drugs defined in it and will not be displayed in the (medication plan) search results provided to the Physician.

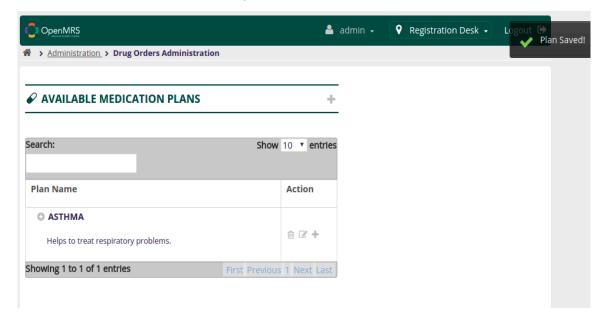


Fig. 1.3.1.5 Drug Order and Pharmacy Module: Plan Defined

#### 1.3.2 Add a Drug to a Plan or Regimen

In this section, we will study the next steps of preparing a medication plan that describes the process of adding a drug to a plan. The drug is included in a plan with standard composition details and consumption instructions. The Administrator must specify the standard parameters like route, dose, duration, quantity and frequency associated with consuming the drug in general and is not allowed to add multiple records for the same drug in a given medication plan.

1. Create a concept for the drug as described in Section 1.1.

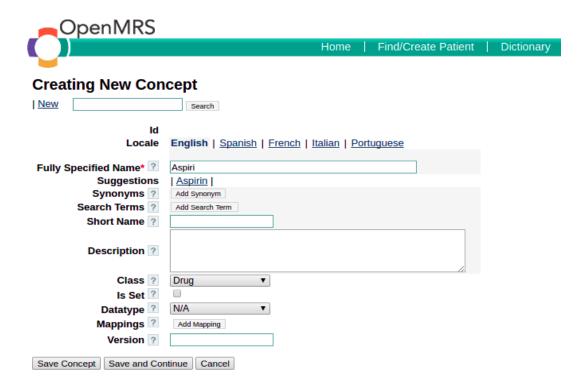


Fig. 1.3.2.1 Drug Order and Pharmacy Module: Create Drug Concept

Note that unless a concept is defined for the drug name, the drug cannot be ordered or added to a standard medication plan. If the Administrator attempts to specify a drug for which no concept is created, an alert is displayed informing that the plan cannot be defined without defining a drug concept associated with it.

2. Click on the '+' icon corresponding to the plan name to specify the standard drug formulations. The fields that need to be mandatorily specified are highlighted.

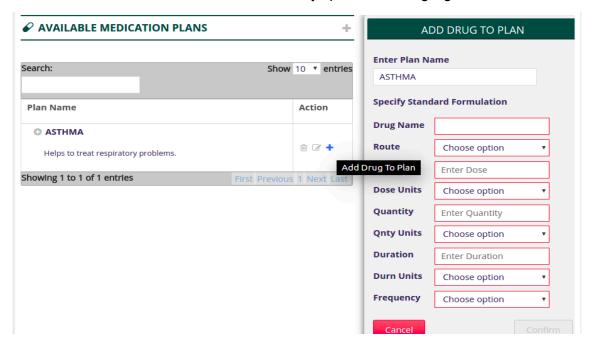


Fig. 1.3.2.2 Drug Order and Pharmacy Module: Add Drug to Plan

3. Type the first few characters of the name of the drug. This will provide autocomplete options for the name of the drug consisting of the characters typed.

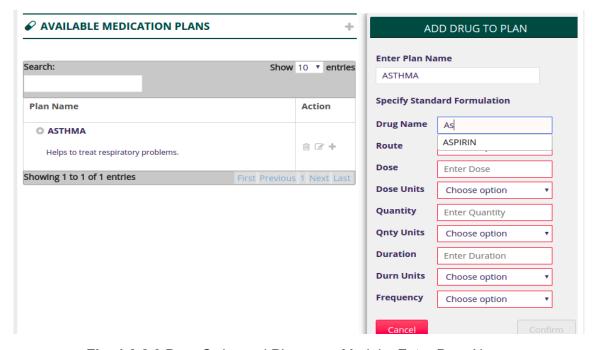


Fig. 1.3.2.3 Drug Order and Pharmacy Module: Enter Drug Name

4. Next, the other mandatory Order parameters are filled/selected. Drop-down options are provided for units of dose, quantity, duration and frequency.

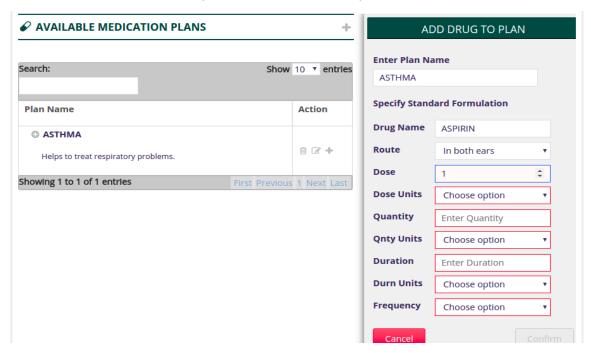


Fig. 1.3.2.4 Drug Order and Pharmacy Module: Enter Details

5. Once all the fields are specified, the 'Confirm' button is clicked to save the plan.

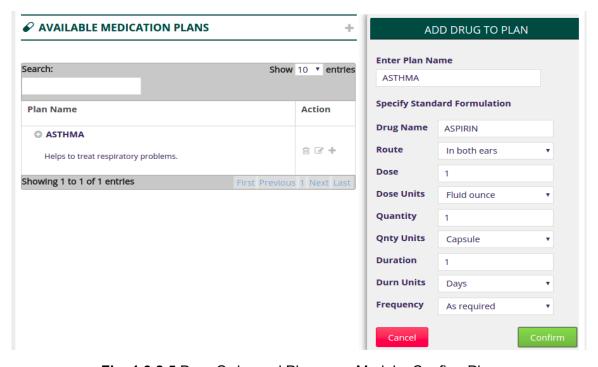


Fig. 1.3.2.5 Drug Order and Pharmacy Module: Confirm Plan

6. The plan is now saved and displayed in the list of 'Available Medication Plans'.

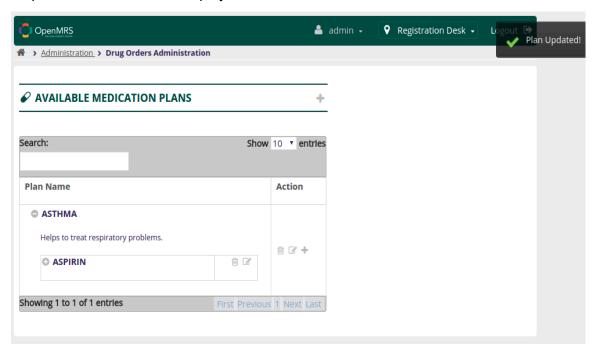


Fig. 1.3.2.6 Drug Order and Pharmacy Module: Plan Updated

7. Similarly, the Administrator can add more drugs to the plan.

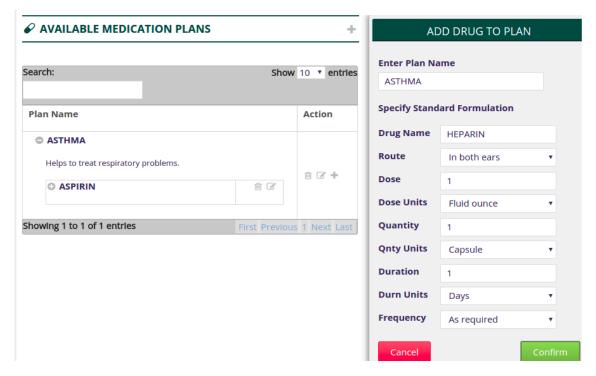


Fig. 1.3.2.7 Drug Order and Pharmacy Module: Add Drugs to Plan

8. Save the standard plan drug formulations to update the plan.

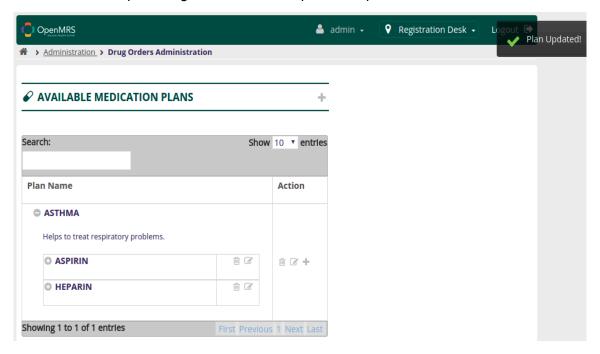


Fig. 1.3.2.8 Drug Order and Pharmacy Module: Plan Updated

9. The details of the plan and the Drug formulations can be viewed by clicking the +/- icons

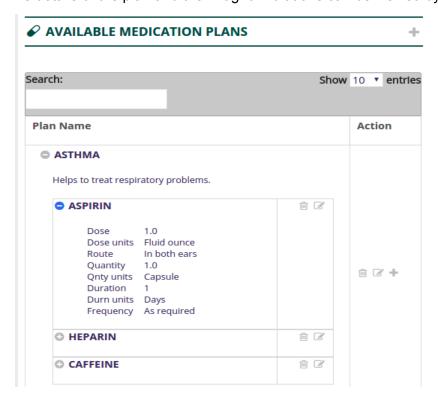


Fig. 1.3.2.9 Drug Order and Pharmacy Module: View Plan

#### 1.3.3 Edit a Medication Plan or Regimen

In this section, we will study the process of modifying the standard drug formulations defined in a medication plan after it is defined.

1. Once a medication plan is defined, the formulations of the drugs specified in the plan can still be edited. Click the 'Edit' icon corresponding to a drug defined in the plan to display the 'Edit plan' form with all the entries populated. One or more of these fields can be modified and saved. However, the plan name and the drug name cannot be modified.

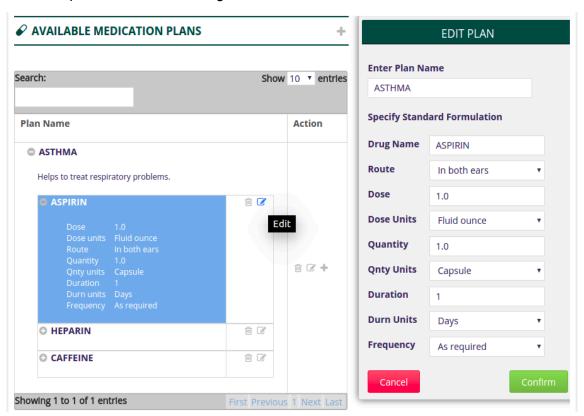


Fig. 1.3.3.1 Drug Order and Pharmacy Module: Edit Plan

When a plan is modified, subsequent new orders for the plan will comprise of the modified set of standard formulary drugs, in other words, only the standard drugs that are currently a part of the plan can be ordered as a plan order. However, previous orders placed for the drugs comprising the regimen or medication plan (prior to the plan being modified) will remain unchanged.

2. Make changes to the standard formulations and specifications (if and where required) and click 'Confirm' in **Fig. 1.3.3.1**. This will create a new record for the drug in the plan.

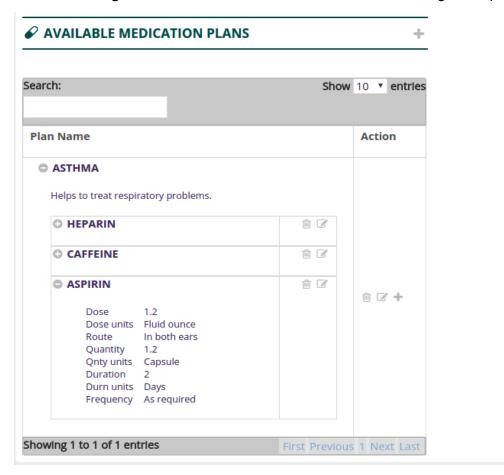


Fig. 1.3.3.2 Drug Order and Pharmacy Module: Plan Edited

#### 1.3.4 Discard a Drug from a Medication Plan or Regimen

In this section, we will study the process of removing a standard drug formulation from a plan after it is defined.

1. Active medication plans or standard drug entries in a plan may be discarded if it is no longer useful. Discard a drug from a plan by clicking the 'Discard' icon corresponding to a drug. This loads a fragment displaying the name of the drug with the standard parameters that can be viewed or hidden by clicking the 'Show/Hide' icon. The parameters are hidden by default.

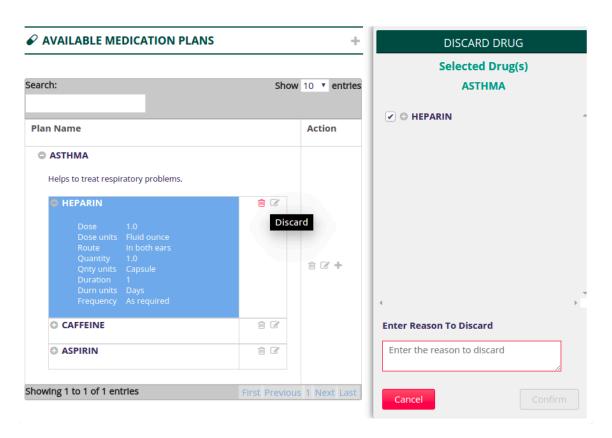


Fig. 1.3.4.1 Drug Order and Pharmacy Module: Discard Plan Drug

When a plan is modified by discarding one or more drugs from the plan, subsequent new orders for the plan will only place orders for the currently active set of drugs defined in the plan. However, prior orders (placed prior to the plan being modified) will remain as it is. Editing a medication plan will not impact the previous uses of the plan and the associated medication.

2. Enter the reasons (mandatory) for discarding this drug from the medication plan / regimen.

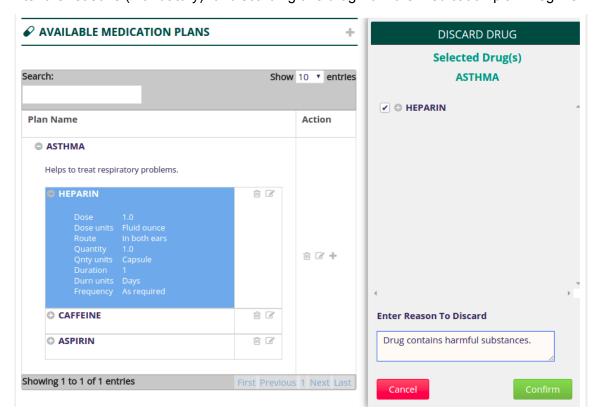


Fig. 1.3.4.2 Drug Order and Pharmacy Module: Enter Discard Reason

3. Click 'Submit' button to confirm the action to remove the drug from the plan.

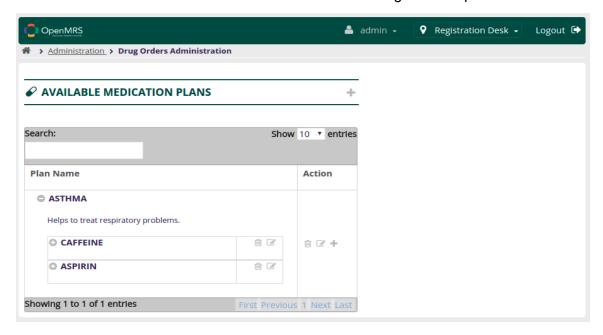


Fig. 1.3.4.3 Drug Order and Pharmacy Module: Drug Discarded

#### 1.3.5 Edit Medication Plan or Regimen

In this section, we will study the process of editing a medication plan. The module Administrator can rename the plan and/or change the plan description. Note that, a concept must already be created for the new plan name if the plan is being renamed.

1. To edit a plan, click the 'Edit' icon corresponding to the plan in the 'Available Medication Plans' table.

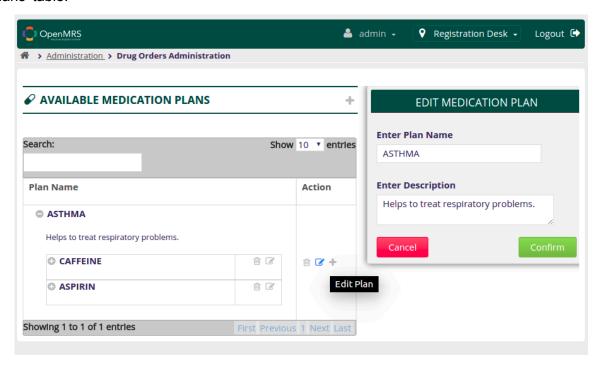


Fig. 1.3.5.1 Drug Order and Pharmacy Module: Edit Plan

When a plan is renamed, subsequent new plan order options will only display the renamed plan in the list of plans to choose from. The previous name of the plan will not show up in the available plan list. However, prior orders (placed prior to the plan being modified) will remain as it is. Editing a medication plan will not impact the previous uses of the plan and the associated medication.

2. Overwrite and/or select the new plan name and submit the form to rename the plan. Alternatively, only the description field may be modified and click 'Confirm'.

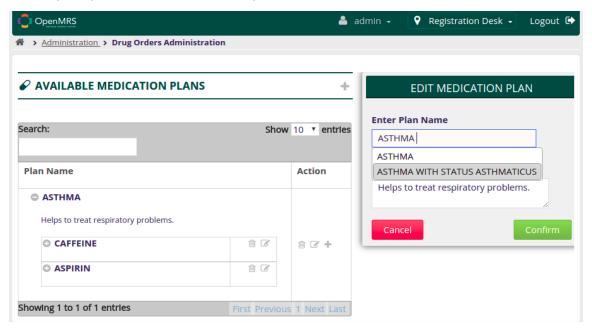


Fig. 1.3.5.2 Drug Order and Pharmacy Module: Enter/Select New Name

3. The plan is now edited and updated in the Available Medication Plans table. The drugs associated with the plan before it was renamed or its description being modified will remain unaffected.

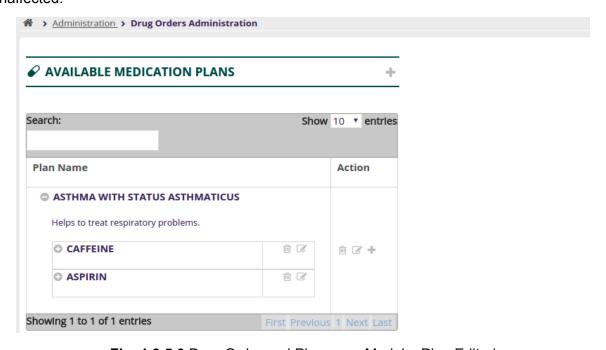


Fig. 1.3.5.3 Drug Order and Pharmacy Module: Plan Edited

#### 1.3.6 Discard Medication Plan or Regimen

In this section, we will study, the process of discarding a medication plan or regimen from the list of active medication plans.

1. Medication plans may be discarded if they are no longer useful. Click the 'Discard' icon corresponding to a plan to discard the plan. This loads a form with the details of the drugs defined in the plan with a check-box corresponding to each drug that is checked by default. The 'Show/Hide' icon corresponding to each drug can be clicked to display or hide the parameters of the standard drug order. Note that if one or more of the drugs defined in the plan are unchecked at the time of discarding the plan, the plan will not be discarded. Instead only the drugs that are checked will be removed from the plan.

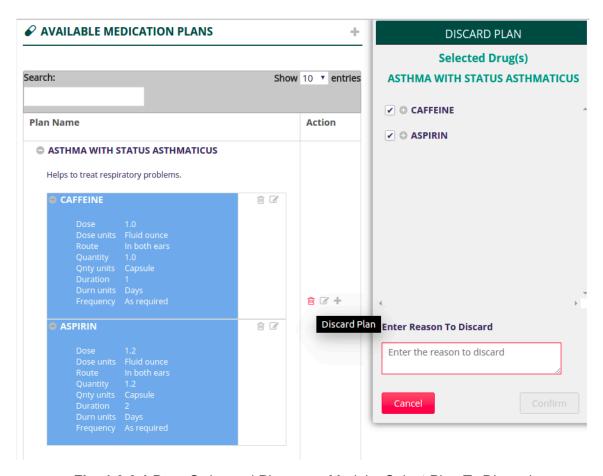


Fig. 1.3.6.1 Drug Order and Pharmacy Module: Select Plan To Discard

When a plan is discarded, the standard drug orders defined in the plan will no longer be available for selection from the list of available medication plans. However, orders placed prior to the plan being discarded will remain active until dispatched/discontinued. Discarding a medication plan will not impact the previous uses of the plan and the associated medication.

2. Enter the reason to discard the medication plan (mandatory).

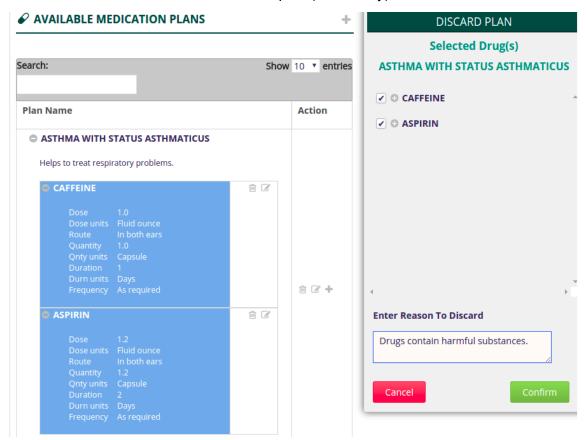


Fig. 1.3.6.2 Drug Order and Pharmacy Module: Enter Discard Reason

3. Click 'Confirm' to discard the plan and remove it from the list of available medication plans.

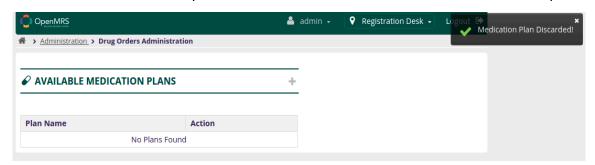


Fig. 1.3.6.3 Drug Order and Pharmacy Module: Plan Discarded

## 1.4 Create user privileges for Pharmacist

For the Pharmacist to login, the Administrator must create a Pharmacist user. Create a user with the privilege to perform the duties of the Pharmacist. This will provide the Pharmacist access to the Pharmacy icon and perform the required functions. The privileges required for the user are created automatically when the module is uploaded to the system.

1. On the Administration page (**Fig. 1.3.1**), under the User label, click on the 'Manage Users' link. Then click 'Add User'.

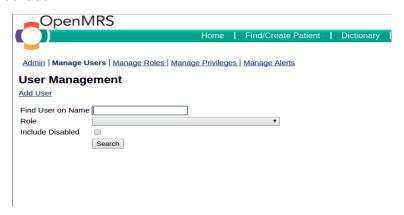


Fig. 1.4.1 Drug Order and Pharmacy Module: Add User

2. Click the 'Next' button under 'Create a new person' label.

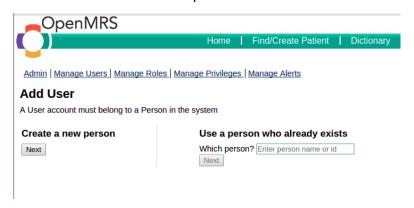


Fig. 1.4.2 Drug Order and Pharmacy Module: Create a New Person

3. Provide a first name, last name, gender specification, username and password for the person.

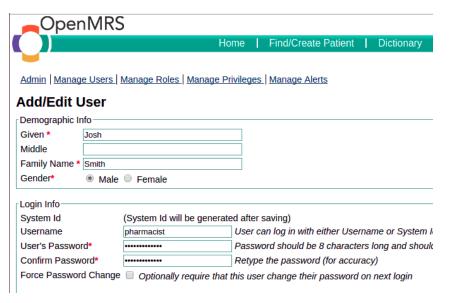


Fig. 1.4.3 Drug Order and Pharmacy Module: Provide Person Details

4. Scroll down and under the 'Roles' label, check the checkboxes corresponding to 'Pharmacist' and 'Privilege Level: Full'.

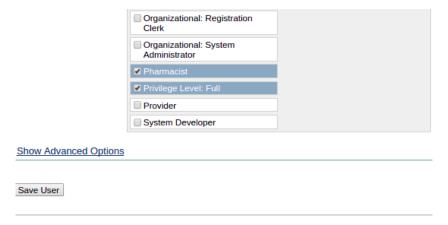


Fig. 1.4.4 Drug Order and Pharmacy Module: Specify Person Roles

5. Now click 'Save User'. This will create a new 'Pharmacist' user with the access to pharmacy specific icons and perform the required actions. Note that this user will not be given the privileges to perform any other actions or view any other information.

# 2. Physician User Guide

The following set of chapters present the user interfaces pertaining to the Physician as the user of the Drug Order and Pharmacy module. The chapters include instructions for placing, tracking, revising, discontinuing and renewing individual, group and medication plan drug orders. In this context, 'Active Orders' refer to drug orders that are not yet dispensed to the Patient; as well as, already dispatched drug orders for which Patients can procure refills. In short, the active drug orders for a particular Patient refer to drugs that are currently allowed to be given or sold to the Patient. A 'Non-Active Order' refers to a drug order that has already been fulfilled (medicines - including allowed number of refills dispensed to the Patient) or discontinued in the past.

# 2.1 Individual Drug Orders

In this section, we will view the snapshots of the user interface relevant to individual drug orders. This describes the steps followed by the Physician to create an order, view the order details, edit the order parameters, discontinue the order and renew an old non-active drug order. We will see the list of predefined select options available to the Physician to place an order or discontinue it by providing a specific reason. Also included are the snapshots that describe how the Physician is notified upon selecting an allergic drug to order or while creating, modifying or discontinuing an order.

#### **Preliminary Steps**

- 1. To login as a Physician, use the credentials doctor/Doctor123.
- 2. Login to the OpenMRS homepage available to the Physician. Click 'Find Patient Record'.

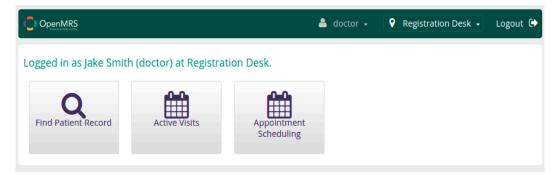


Fig. 2.1.1 Drug Order and Pharmacy Module: OpenMRS Homepage

3. Search for the Patient by her/his name. The search field gives autocomplete options upon typing a few characters.

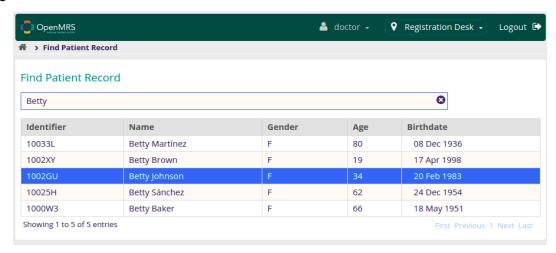


Fig. 2.1.2 Drug Order and Pharmacy Module: Patient Search

4. Log into the Patient's dashboard. This dashboard includes a segment for Drug Orders that displays the list of currently active drug orders placed for the Patient. Click on the edit icon on this segment to navigate to the drug order homepage.

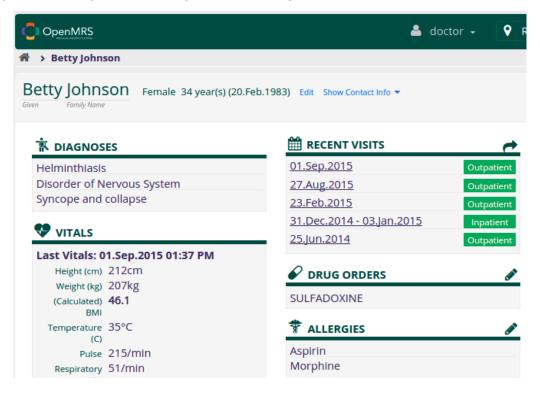


Fig. 2.1.3 Drug Order and Pharmacy Module: Patient Dashboard

#### 2.1.1 Create an Individual Drug Order

In this section, we will study the steps to create a single individual drug order by specifying the name of the drug, its composition, the diagnosis made, quantity and frequency of consumption, refills permitted and additional specific instructions to the Patient and the Pharmacist. Each of these parameters are mandatory to be specified in order to place the drug order. The priority of the drug is set to 'Normal' by default and can be modified by the Physician.

1. Log into the drug order homepage. This page displays Patient information, list of drugs the Patient is allergic to and a table called 'Active Individual Drug Orders' that lists the currently active drug orders.

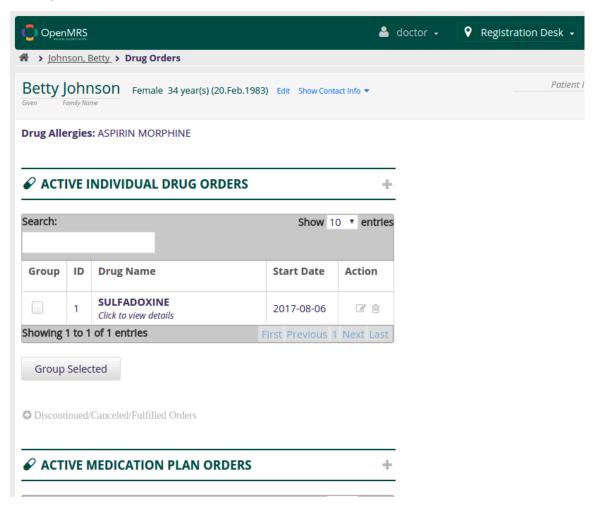


Fig. 2.1.1.1 Drug Order and Pharmacy Module: Drug Order Homepage

2. To create a new drug order, click the '+' icon corresponding to the 'Active Individual Drug Orders' label. This loads a form to enter the details of the order that needs to be placed.

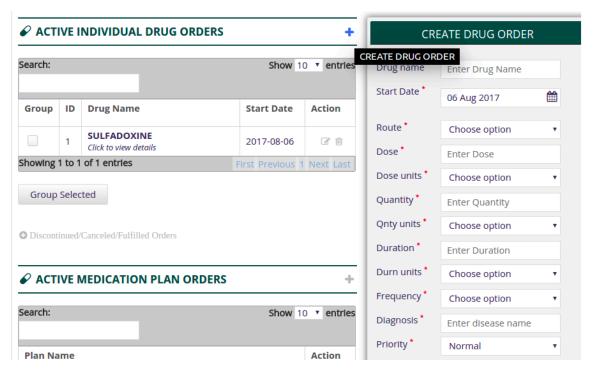
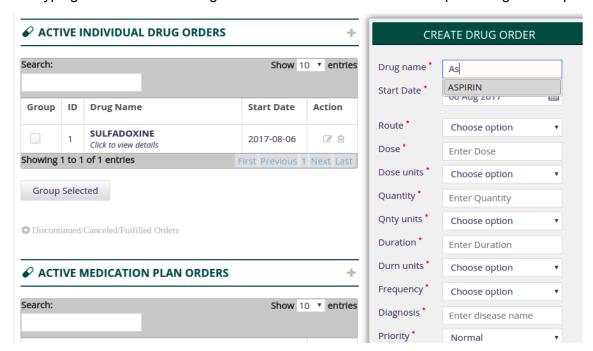


Fig. 2.1.1.2 Drug Order and Pharmacy Module: Create a Drug Order

3. Start typing the name of the drug and select from the list of autocomplete drug name options.



#### Fig. 2.1.1.3 Drug Order and Pharmacy Module: Autocomplete Drug Name

4. The order selected is Aspirin. Note that the Patient is identified to be allergic to Aspirin (as indicated in the top section of the homepage, **Fig. 2.1.1.1**). This will display a field asking the user to enter the reasons (mandatory) for ordering the allergic drug.

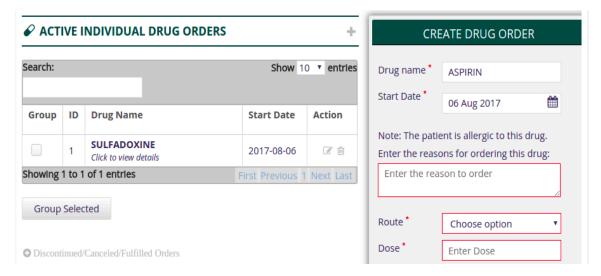
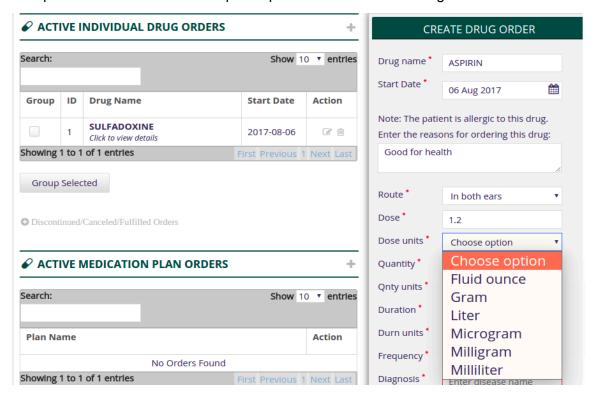


Fig. 2.1.1.4 Drug Order and Pharmacy Module: Allergic Order Reason

5. Next, enter the values for dose, duration and quantity and select the appropriate unit for each of these parameters from the list of options provided in the **select** widget.



**Fig. 2.1.1.5** Drug Order and Pharmacy Module: Specify Measurement Units 6. Specify the diagnosis. The diagnosis field also works on autocomplete and lists options.

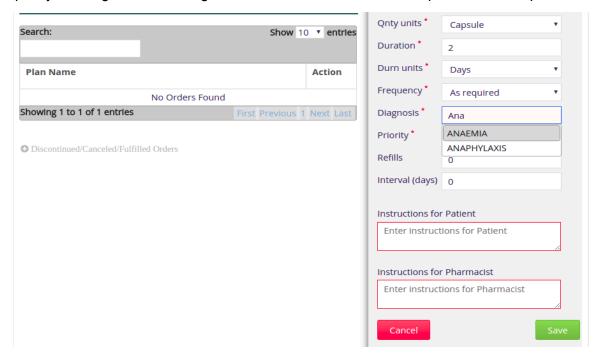


Fig. 2.1.1.6 Drug Order and Pharmacy Module: Specify Diagnosis

7. Select the priority which is set to 'Normal' by default. Specify the number of refills that are allowed on the order and the interval (number of days) between refills as well as additional instructions. If the form is attempted to be submitted prior to all the fields being specified, an alert is displayed.

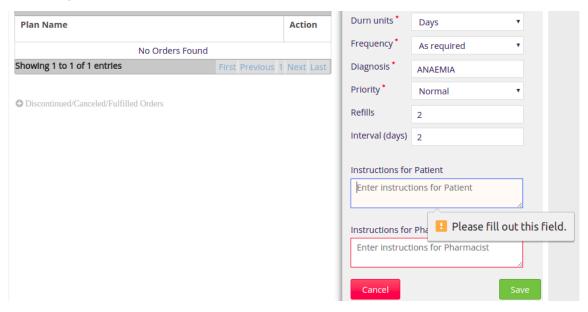


Fig. 2.1.1.7 Drug Order and Pharmacy Module: Additional Instructions - A

8. Provide instructions for the Patient and for the Pharmacist with regard to consumption and dispensing of the drug respectively.

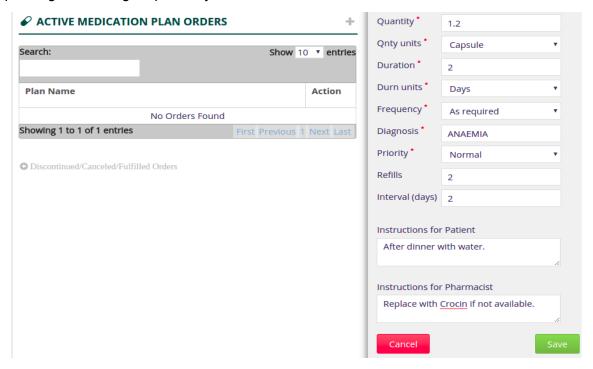
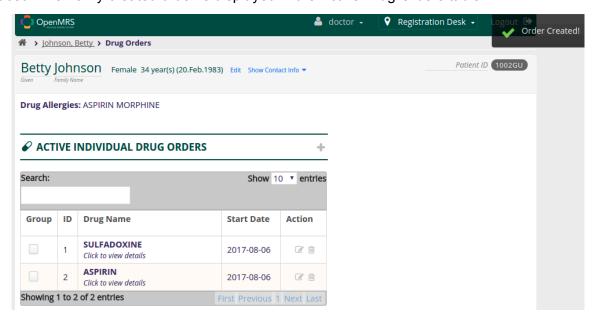


Fig. 2.1.1.8 Drug Order and Pharmacy Module: Additional Instructions - B

9. Click the 'Save' button to create the order. An alert is displayed confirming that the order is placed. The newly created order is displayed in the Active Drug Orders table.



#### Fig. 2.1.1.9 Drug Order and Pharmacy Module: Order Created

10. The active order is also listed in the Patient dashboard in the drug order fragment. The Drug Orders fragment displayed on the Patient dashboard will display the list of currently active drug orders (with one drug name in each line).

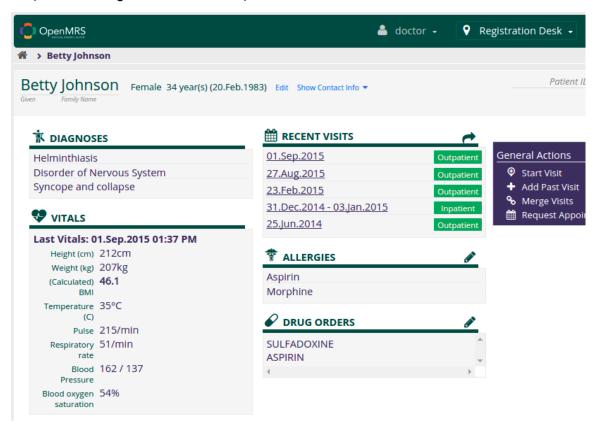


Fig. 2.1.1.10 Drug Order and Pharmacy Module: Dashboard Updated

An example of how a long list of drugs that currently have orders placed is shown here. As this list grows, the Physician will have to scroll down the fragment to view the entire list of drugs.

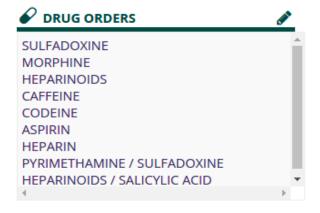


Fig. 2.1.1.11 Drug Order and Pharmacy Module: Drug Order Fragment

# 2.1.2 View an Individual Drug Order

In this section, we will see how we can view the details of an individual drug order. The Drug Order table displays the order ID, drug name and the start date. Upon clicking a row (representing an order), a fragment containing all the information pertaining to the order is displayed. The selected order is highlighted in the table. The View Order fragment can be scrolled in both X and Y axis to view the lengthy texts for Patient and Pharmacist instructions.

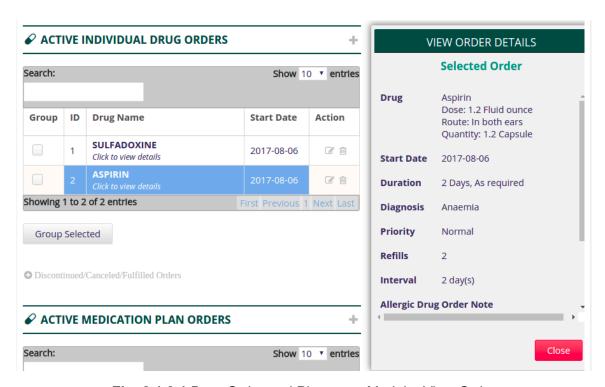


Fig. 2.1.2.1 Drug Order and Pharmacy Module: View Order

## 2.1.3 Edit an Individual Drug Order

In this section, we will study how we can edit the formulations of a drug order. Drug orders can be edited as long as they are active, i.e. unless they have not already been fulfilled by dispensing all the allowed refills or discontinued. Orders can also be edited during renewal of an old drug order. Here we see how to modify the formulations of an active drug order.

1. To modify an order, click on the 'Edit' icon corresponding to the order.

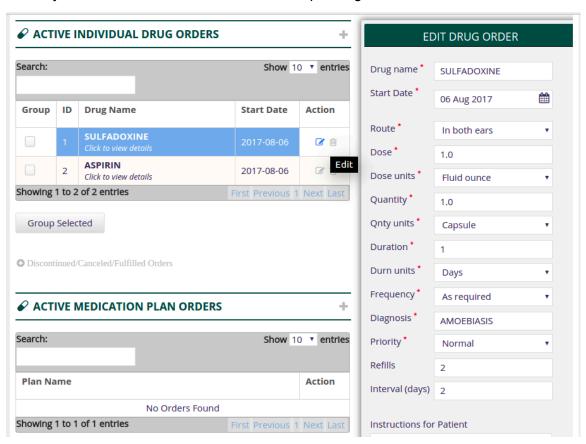


Fig. 2.1.3.1 Drug Order and Pharmacy Module: Edit Order

2. The Physician can revise and modify the values in one or more of the entries and click the 'Save' button. This will void the previous order and create a new order with the updated formulations or instructions. The Pharmacist will only be able to see the updated drug order.

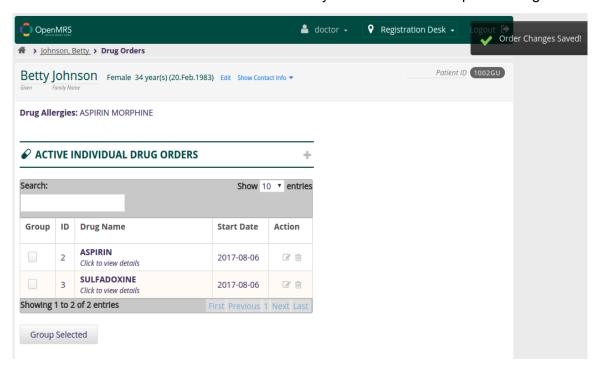


Fig. 2.1.3.2 Drug Order and Pharmacy Module: Save Edited Order

## 2.1.4 Discontinue an Individual Drug Order

After an order is placed, the Physician (alone) can discontinue the drug order (only if required) as long as the drug is currently active, i.e. if it has not been dispensed to the Patient or if it allows refills to be provided. It is mandatory that the Physician select the drug order to be discontinued and provide reasons for taking this action. In this section, we will study, how to discontinue an active drug order.

1. To discontinue an Order, click on the 'Discontinue' icon corresponding to the order.

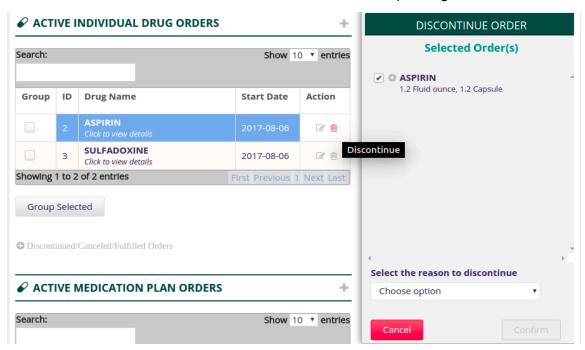


Fig. 2.1.4.1 Drug Order and Pharmacy Module: Discontinue Order

2. Choose from one of the options from the select field that lists a set of pre-defined reasons for discontinuing the order.

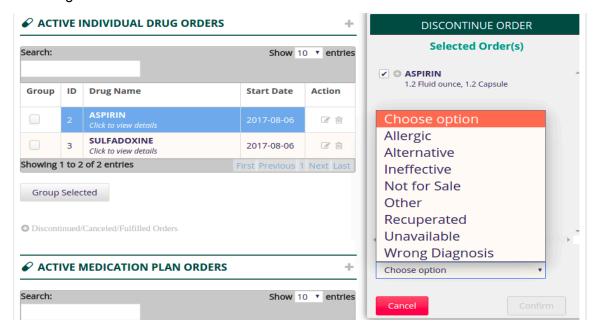


Fig. 2.1.4.2 Drug Order and Pharmacy Module: Select Discontinue Reason

3. Alternately, select the 'Other' option to manually enter a reason for discontinuing the selected Order. Once the reason for discontinuation is selected/entered, click 'Confirm' button.

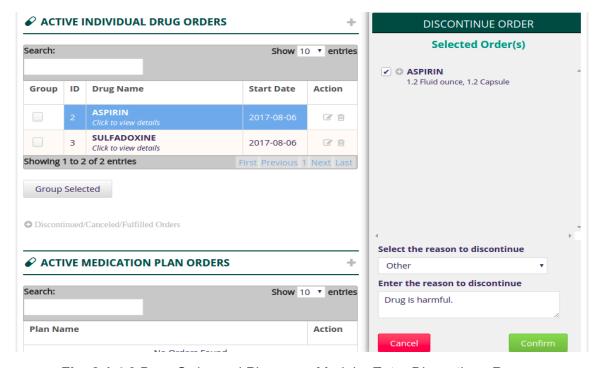


Fig. 2.1.4.3 Drug Order and Pharmacy Module: Enter Discontinue Reason

4. Once the order is discontinued, an alert will be displayed informing that the order has been discontinued. The order will no longer be visible in the Active Drug Orders table. The Pharmacist will no longer be able to view the order record.

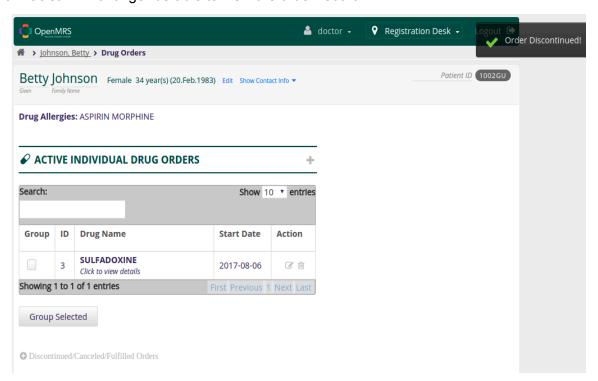


Fig. 2.1.4.4 Drug Order and Pharmacy Module: Order Discontinued

Let us now consider a situation where the Patient comes back to the clinic after a few months with the same illness. The Physician decides to place an order for the same drug that was prescribed earlier. Instead of creating a new drug order all over again, we can simply renew the old non-active order and make changes wherever necessary by renewing the existing drug order. The existing or previously placed order will be listed in the non-active order list. Let us see how we can view the list of non-active drug orders and renew them.

#### 2.1.5 Renew an Individual Drug Order

In this section, we will study the steps to renew an inactive (previously fulfilled or discontinued) drug order. The steps show us how to get the order entries populated without manual effort each time the drug order is placed. However, an order can only be renewed if no order for the given drug already exists.

1. Click 'Discontinued/Canceled/Fulfilled Orders' link below the Active Drug Orders table to view the list of past drug orders. This will display the list of drug orders that are already fulfilled or discontinued.

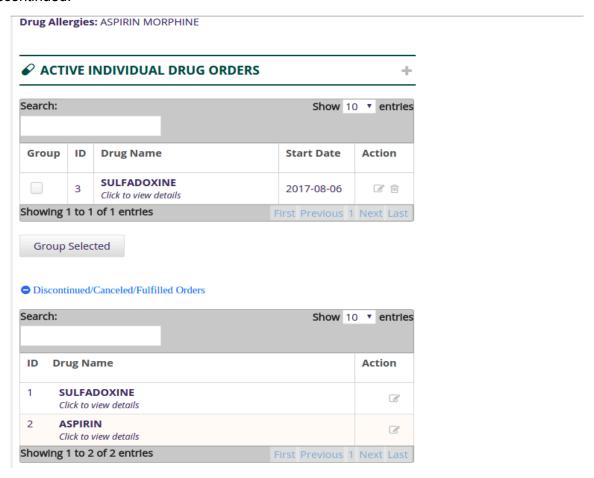


Fig. 2.1.5.1 Drug Order and Pharmacy Module: Non-Active Orders List

2. Click the 'Renew' button corresponding to the order that needs to be renewed. This will load a form similar to the 'Create Drug Order' form with all the fields (drug name, dose, duration, frequency etc.) populated from the selected order's record.

If the drug that is being ordered through renewal is included in the list of allergic drugs, the Physician is (again) notified and asked to specify a reason to order the drug. This is important since the drug may have been identified to cause allergy after it was last ordered for the Patient.

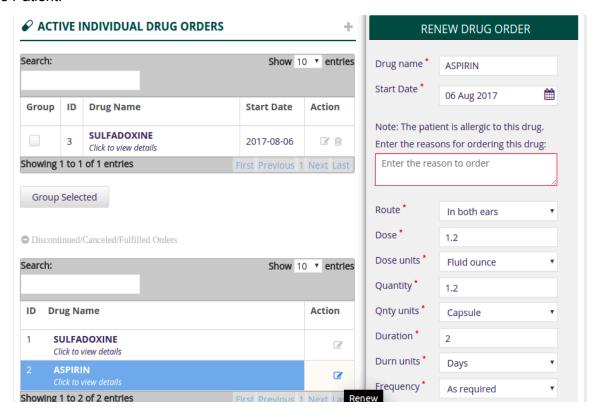


Fig. 2.1.5.2 Drug Order and Pharmacy Module: Renew Drug Order

Fields to provide special text instructions to the Patient and to the Pharmacist are left blank since specific instructions may vary depending on the Patient current situation.

3. Revise the drug formulation and other fields to make changes (if required) and click 'Save' button to create a new order. An alert is displayed notifying that the renewed order is created and the order is listed in the Active Drug Orders table.

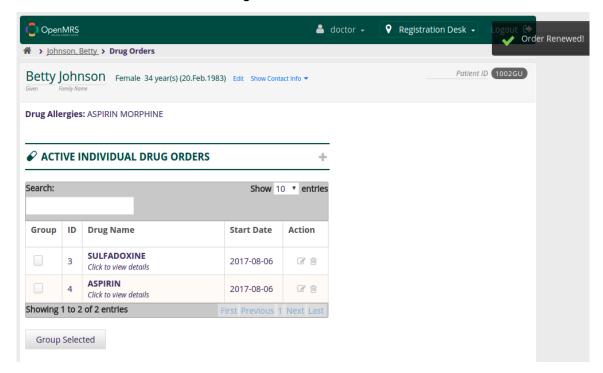


Fig. 2.1.5.3 Drug Order and Pharmacy Module: Order Renewed

# 2.2 Group Drug Orders

In this chapter, we will study the snapshots displaying the user interface relevant to a drug order group. This includes the steps followed by a Physician to group two or more orders, add an order to an order group, remove an order from an order group, view the order details, edit the order components, discontinue some or all of the order group and renew some or all of an old non-active group order. We will see the list of predefined options available to the Physician in the process of creating and discontinuing the orders.

#### 2.2.1 Group Drug Orders

In this section, we will study how to group two or more drug orders. Grouping informs the medical personnel including the Physician and the Pharmacist that the drugs are meant to be dispensed and/or consumed together.

1. To group two or more orders, check mark the check-box corresponding to each drug order in the list that needs to be grouped. Then click the 'Group Selected' button.

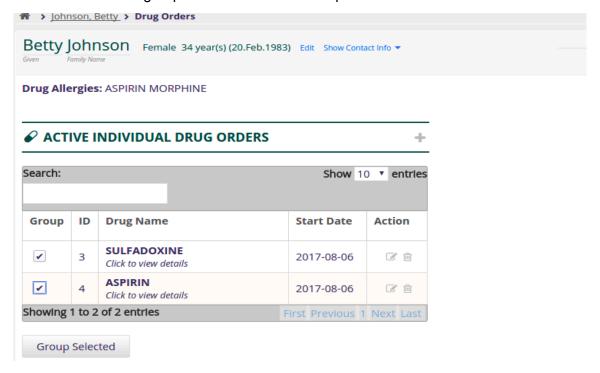


Fig. 2.2.1.1 Drug Order and Pharmacy Module: Group Orders

2. This will group the orders into a single unit.

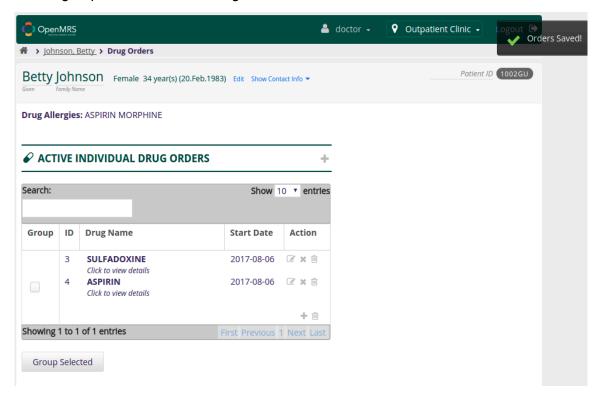


Fig. 2.2.1.2 Drug Order and Pharmacy Module: Orders Grouped

Grouping orders informs the users (Pharmacist and Physician) that the orders are meant to be dispatched together. In other words, the drugs are meant to be consumed together. The Physician can also group an existing group order with a single individual order or two or more group of orders together.

## 2.2.2 Add Order To Group

In this section, we will study, how to create a drug order to an existing group of active orders instead of following a 2 step process to create a drug order and then club it with another.

1. After a group is created, we can create new drug orders to the group by clicking the '+' icon in the 'Action' column corresponding to the group. This will create a new drug order and add it to the given group.

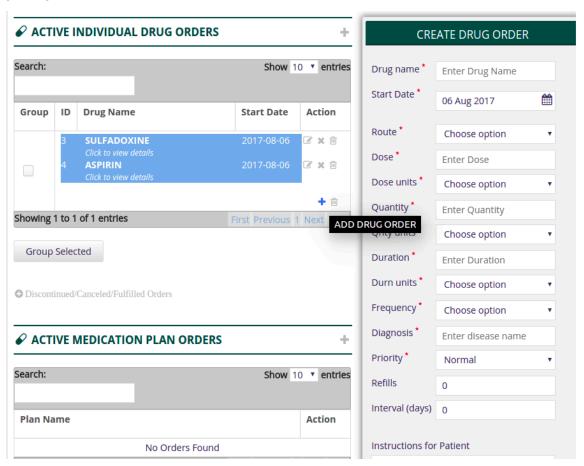


Fig. 2.2.2.1 Drug Order and Pharmacy Module: Add Order to Group

2. Enter the details of the drug formulations and order parameters and save the drug order.

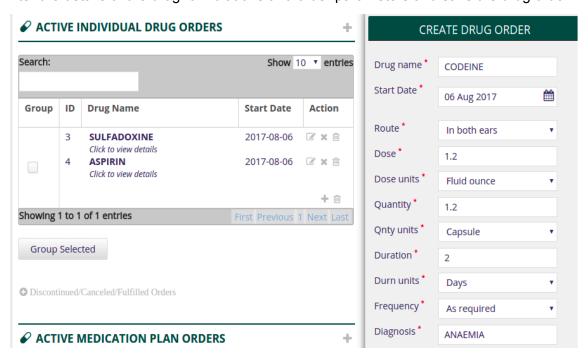


Fig. 2.2.2.2 Drug Order and Pharmacy Module: Create Order to Group

3. Now the group has another order included in it.

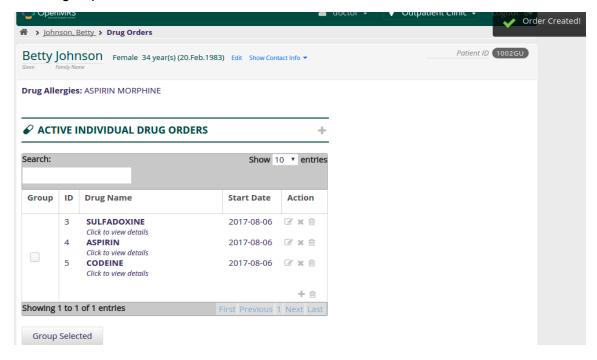


Fig. 2.2.2.3 Drug Order and Pharmacy Module: Order Group

# 2.2.3 View an Order in a Group

In this section, we will see how to view the details of a drug order in a group including information about the instructions provided to the Patient and the Pharmacist, order priority, diagnosis made, refills allowed and interval between order refills.

1. The drug order table displays the order ID, drug name and the start date. Upon clicking a row (representing an order), a fragment containing all the information pertaining to the order is displayed. The selected order is highlighted in the table.

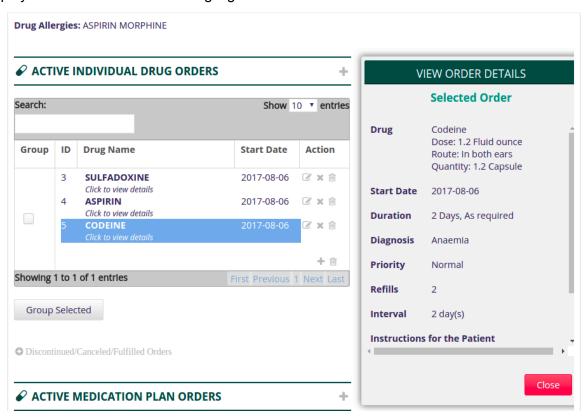


Fig. 2.2.3.1 Drug Order and Pharmacy Module: View Order

## 2.2.4 Edit an Order in a Group

In this section, we will study the steps to edit the formulations of a drug order that is a part of an order group. Drug orders can be edited as long as they are active (i.e. unless they have not already been fulfilled or discontinued). If the drug has already been dispensed, as long as the order continues to be active in terms of refill allowed, individual order parameters can be modified.

1. Click the 'Edit' icon corresponding to an order. This will load the form with all the order entries populated.

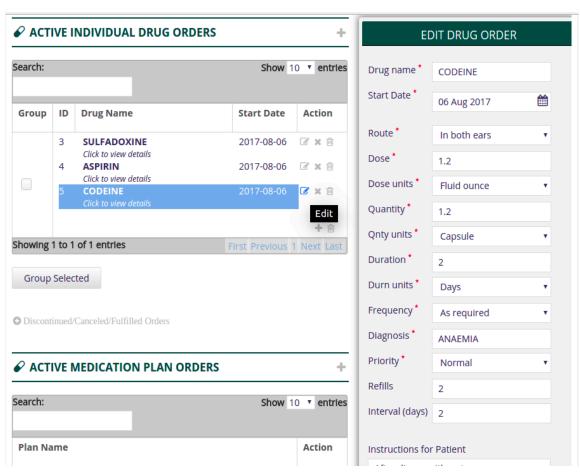


Fig. 2.2.4.1 Drug Order and Pharmacy Module: Edit Order

2. Revise one or more of the entries and click the 'Save' button. This will void the previous order and create a new order within the group with new formulations in it's place.

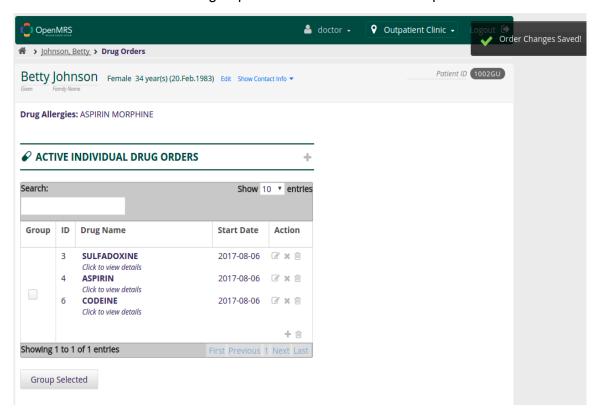


Fig. 2.2.4.2 Drug Order and Pharmacy Module: Saved edited Order

## 2.2.5 Ungroup an Order from a Group

In this section, we will study how to remove a drug order from an order group. This can only been done if the orders in the group are not already fulfilled or discontinued.

1. Click the cross icon corresponding to an order to remove the order from the group.

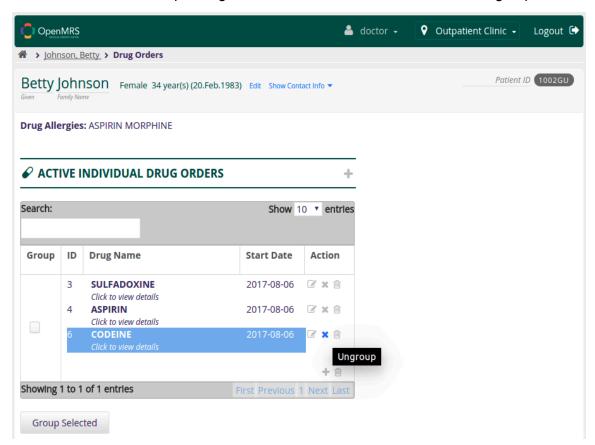


Fig. 2.2.5.1 Drug Order and Pharmacy Module: Select Order to Ungroup

2. A dialog box opens up asking to confirm this action. Click 'Confirm' to remove the order from the group.

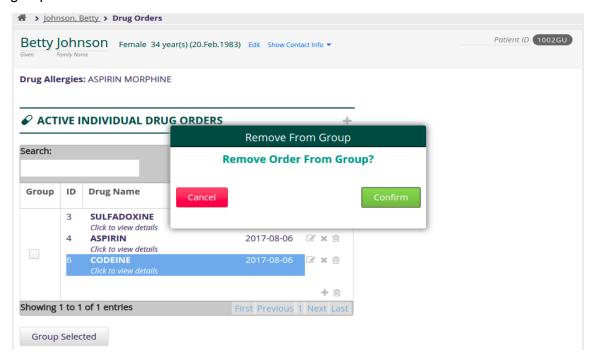


Fig. 2.2.5.2 Drug Order and Pharmacy Module: Ungroup Order

3. The order is now active but not a part of the group.

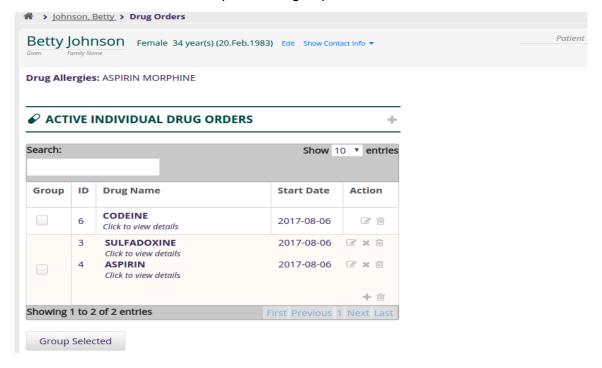


Fig. 2.2.5.3 Drug Order and Pharmacy Module: Order Ungrouped

#### 2.2.6 Discontinue Order Group

In this section, we will study how to discontinue all the orders that are a part of a group. Similar to the process of discontinuing an individual drug order, the orders in an active drug order group are selected to be discontinued with a reason and removed from active drug order list.

1. To discontinue a group of orders together, click the 'Discontinue' icon corresponding to a group. This will load a fragment displaying a select field with a set of pre-defined reasons for discontinuing the order(s).

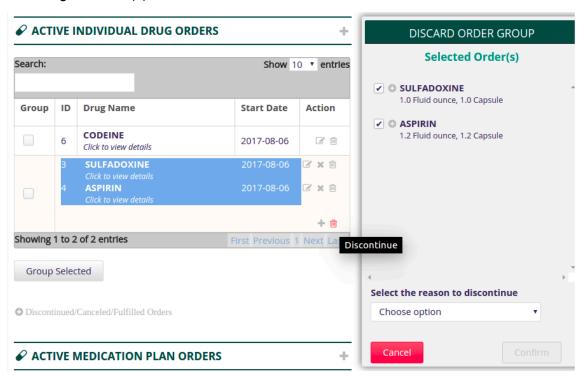


Fig. 2.2.6.1 Drug Order and Pharmacy Module: Discontinue Group

By default the checkbox corresponding to each drug in the group is checked. If some of the orders in the group need not be discontinued, uncheck the corresponding checkbox before proceeding. Select an option for discontinuing the selected order(s). Once the reason for the Order Group discontinuation is selected/entered, the 'Confirm' button is enabled. Click the 'Confirm' button to discontinue the selected drug orders.

2. This will display an alert informing the user that the Order Group has been discontinued. The orders in the group will no longer be visible in the Active Drug Orders table.

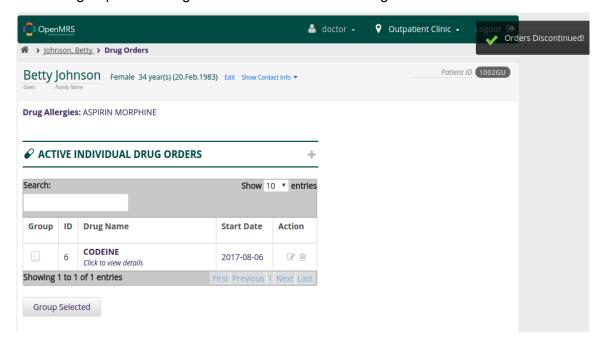


Fig. 2.2.6.2 Drug Order and Pharmacy Module: Group Discontinued

Next, let us consider a situation where the Physician wants to place an order for the same group of drugs that she/he prescribed earlier. Instead of creating a new drug orders, the Physician will simply renew the old non-active Order Group and make changes wherever necessary. Proceed to the next section to see how to renew a group of drug orders.

## 2.2.7 Renew Order Group

In this section, we will study how to renew a group of fulfilled or discontinued drug orders without having to again create each order manually. An order can only be renewed if no active order for the given drug already exists.

1. Upon clicking 'Discontinued/Canceled/Fulfilled Orders' link, a table containing the list of drug orders that are no longer active is displayed. This table is not kept displayed by default on the page. Click the 'Renew' button corresponding to the Order Group that is to be renewed.

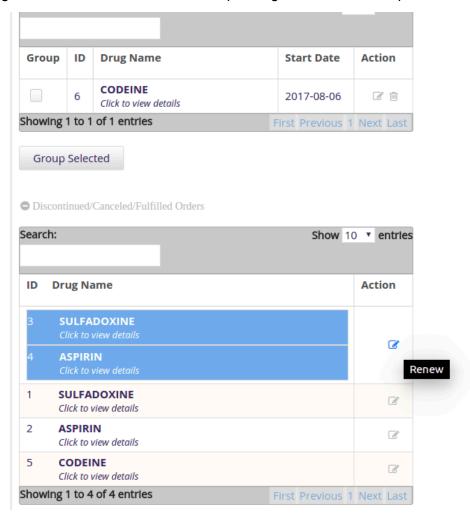


Fig. 2.2.7.1 Drug Order and Pharmacy Module: Renew Orders

2. This will load a fragment displaying the details of the selected orders. By default, the checkbox corresponding to each drug is checked. Uncheck them if the all of the orders need not be renewed.

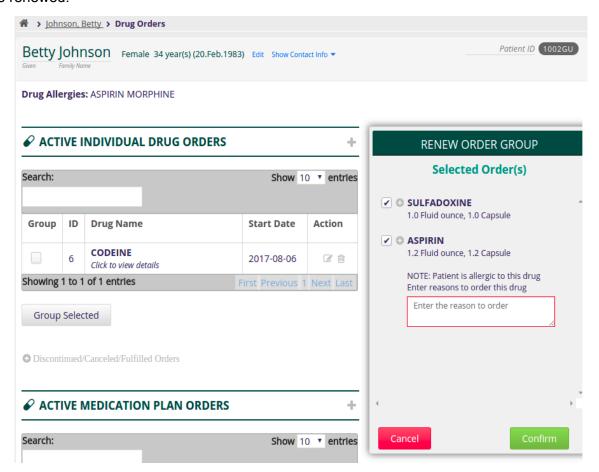


Fig. 2.2.7.2 Drug Order and Pharmacy Module: Renew Order Group

The fragment displays notes if the Patient happens to be allergic to one or more drugs specified in the group or active orders for the drugs already exist. If the Patient happens to be allergic to one or more of the drugs in the group, before renewing the orders, the Physician is required to provide a reason to place the group order.

3. Once the Order Group is renewed (new active orders are created for the drugs in the group), we can edit the formulations of the individual orders in the new group as described in Section 2.1.3.

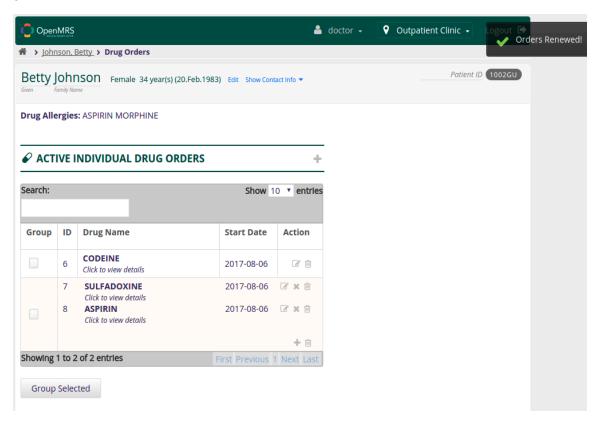


Fig. 2.2.7.3 Drug Order and Pharmacy Module: Order Group Renewed

#### 2.2.8 Discontinue some Orders from Group

In this section, we will study, how the Physician can discontinue some drug orders from an active group of drug orders.

1. A drug order can be discontinued as long as it is still active. To discontinue just one order in the group, click the 'Discontinue' icon corresponding to the order. This loads a fragment displaying the details. Specify the reason for discontinuing the order and click the 'Confirm' button. To discontinue more than one but not all orders in the group, click the 'Discontinue' icon corresponding to the group (as described in section 2.2.6) and uncheck the checkboxes corresponding to drug orders that need not be discontinued. The 'Confirm' button to submit the action will only be activated once the discontinue reason is provided.

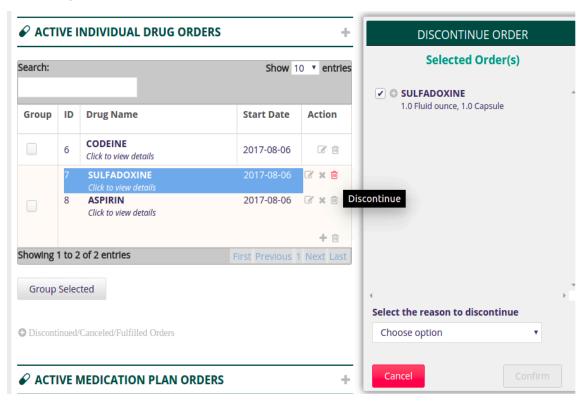


Fig. 2.2.8.1 Drug Order and Pharmacy Module: Discontinue Order

2. Once the order is discontinued, an alert will be displayed informing the user that the order has been discontinued. The order will no longer be visible in the 'Active Drug Orders' table.

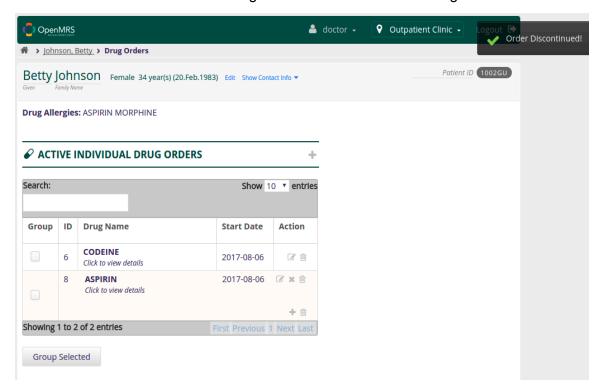


Fig. 2.2.8.2 Drug Order and Pharmacy Module: Order Discontinued

#### 2.2.9 Renew some Orders from Group

In this section, we will study, how to renew some drug orders from an inactive, fulfilled or discontinued group of drug orders. An order can only be renewed, if the drug does not already have an active drug order placed.

1. Renewal of an order group can be done without selecting all the orders in that group. The Physician can uncheck the drugs from the list that need not be renewed (by default, each drug in the list is selected to be renewed unless an active order for the drug exists).

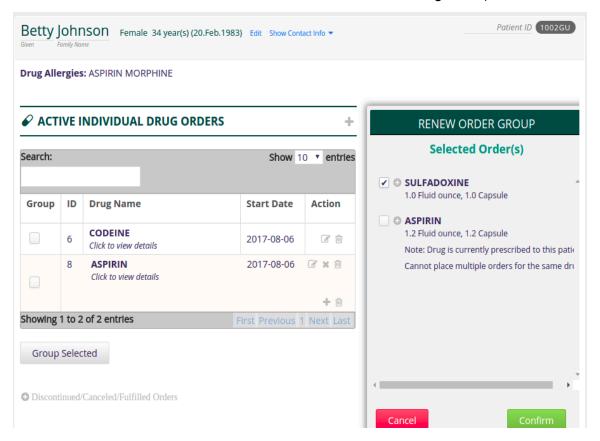


Fig. 2.2.9.1 Drug Order and Pharmacy Module: Order Renewal

2. The renewed orders are now listed in the 'Active Drug Order' table.

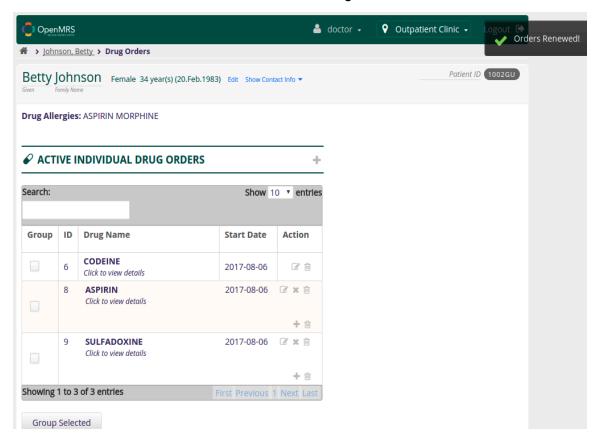


Fig. 2.2.9.2 Drug Order and Pharmacy Module: Order Renewed

# 2.3. Medication Plan or Regimen Drug Orders

In this chapter, we will view the snapshots displaying the screens relevant to ordering a medication plan / regimen. This includes the steps followed by a Physician to search and select a medication plan or regimen, selectively choose drugs to order from the given plan, edit the formulations of the drug orders, save and activate the selected plan, discard some or all orders from a plan, renew some or all orders from a plan.

#### 2.3.1 Select Medication Plan

In this section, we will study, how to select an existing active medication plan to place an order for the drugs that are currently defined in the plan. Note that, if the Patient is currently prescribed some or all of the drugs that are defined in the plan, the Physician is not allowed to place an order for the drugs.

1. Log into the Drug Order homepage. Click on the '+' icon next to the label 'Active Medication Plan Orders' to search for available medication plans.

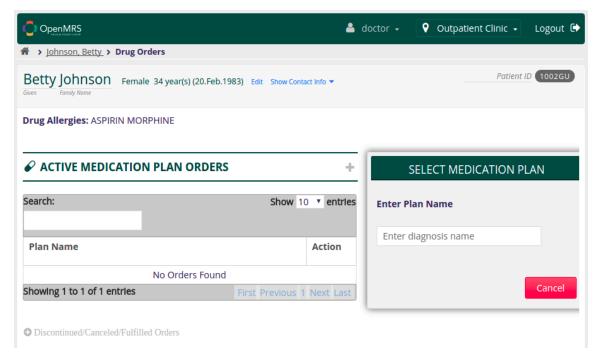


Fig. 2.3.1.1 Drug Order and Pharmacy Module: Search Plan

2. Start typing the name of the plan. The field gives autocomplete options based on created plans that are currently active in the system. Select a plan from the list.

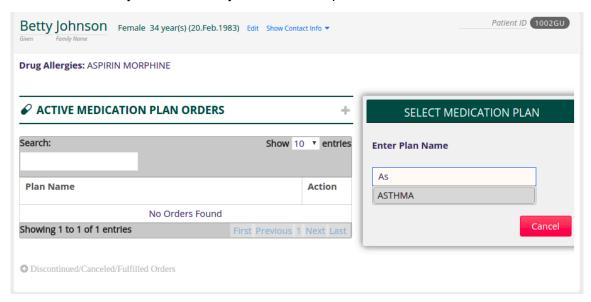
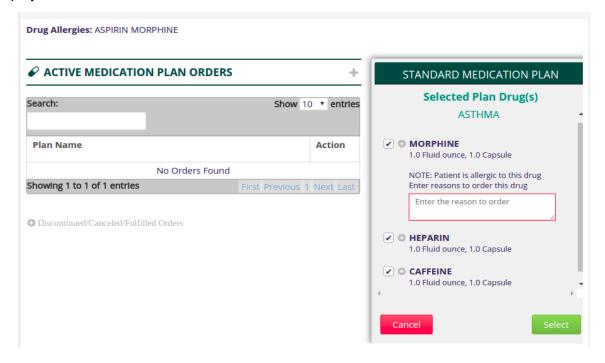


Fig. 2.3.1.2 Drug Order and Pharmacy Module: Autocomplete Plan Name

3. Upon selecting the plan, the page reloads to display the list of recommended drugs with standard compositions defined for the selected plan. If the Patient is allergic to the drugs defined in the plan, a note and a field to enter the reasons to order each of those drugs are displayed.



#### Fig. 2.3.1.3 Drug Order and Pharmacy Module: Selected Plan Drugs

4. Enter the reason to order the allergic drugs (if applicable). By default, all the drugs in the list are selected to be ordered. The user can uncheck one or more drugs if it need not be ordered.

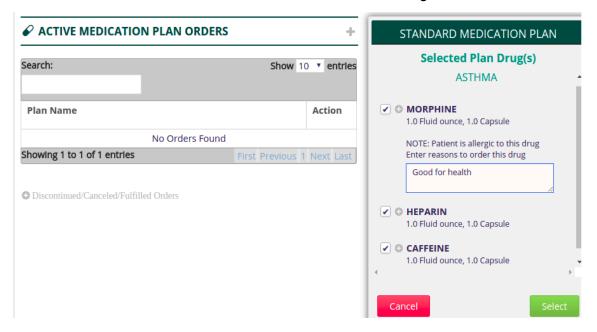


Fig. 2.3.1.4 Drug Order and Pharmacy Module: Select Drugs

5. A flash message appears notifying that the plan is saved. Draft orders are created for the medication plan drugs. Draft orders are not active and will not be forwarded to the Pharmacist.

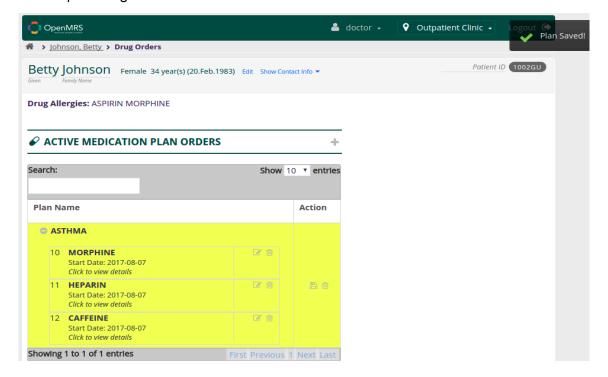


Fig. 2.3.1.5 Drug Order and Pharmacy Module: Draft Orders Saved

# 2.3.2 Edit Plan Drug Order

In this section, we will study the process of editing the draft medication plan orders to provide information on allowed refills, time interval between refills and text instructions for the Patient/Pharmacist with respect to each order in the medication plan. This data must be specified prior to activating the drug orders. Note that, drug orders associated with medication plans are placed with a 'High' priority by default.

1. Before submitting the order, modify the formulations (if required).

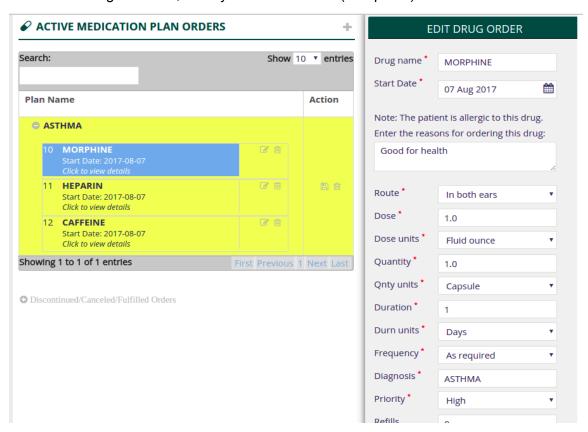


Fig. 2.3.2.1 Drug Order and Pharmacy Module: Edit Formulations

Dose \* 1.0 12 CAFFEINE Start Date: 2017-08-07 Dose units \* Fluid ounce Click to view details Showing 1 to 1 of 1 entries Quantity \* 1.0 Qnty units \* Capsule Discontinued/Canceled/Fulfilled Orders Duration \* Durn units \* Days Frequency \* As required Diagnosis \* ASTHMA Priority \* High Refills 0 Interval (days) 0 Instructions for Patient After dinner with water. Instructions for Pharmacist Enter instructions for Pharmacist

2. Specify the allowed number of refills and instructions for the Patient and the Pharmacist.

Fig. 2.3.2.2 Drug Order and Pharmacy Module: Edit Order

Cancel

Similarly, edit the formulations of all the drugs in the medication plan and provide text instructions for the Patient and the Pharmacist.

#### 2.3.3 Save Plan Order(s)

In this section, we will study the process of saving or activating the draft medication plan orders. At this point, the drug orders are displayed and available to be recorded at the Pharmacist's user interface.

1. The drug orders in draft status are not visible to the Pharmacist. The drug orders must be pushed to active status. The 'Save' icon corresponding to the draft plan order must be clicked to activate the plan.

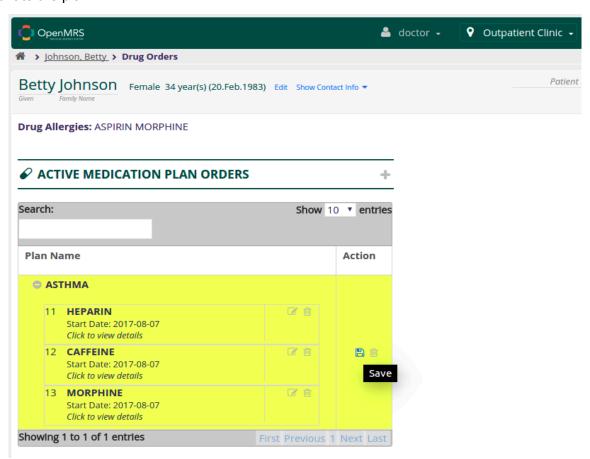


Fig. 2.3.3.1 Drug Order and Pharmacy Module: Save Order

2. The user is not allowed to navigate away from the page until the medication plan orders in draft status are saved. If the user accidentally clicks elsewhere on the page loads a dialog box asking to save the draft plan order.

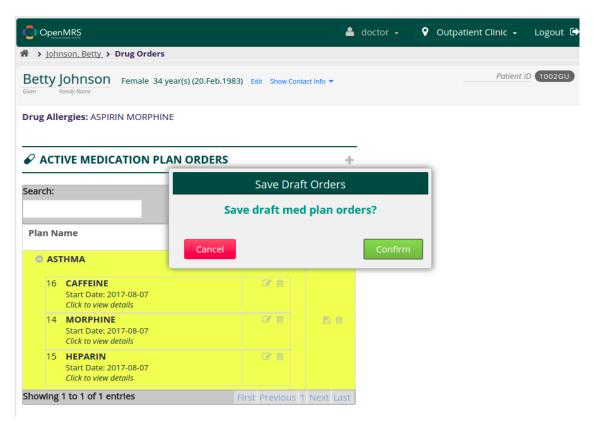


Fig. 2.3.3.2 Drug Order and Pharmacy Module: Confirm Save

3. On saving, the draft medication plan orders become active. Only now, the Pharmacist will be able to view these orders in the list of drug orders placed for the Patient.

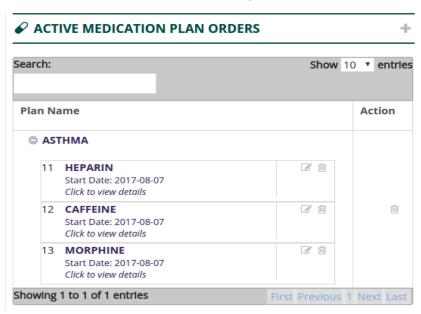


Fig. 2.3.3.3 Drug Order and Pharmacy Module: Plan Saved

## 2.3.4 View Plan Drug Order

In this section, we will see how to view the details of an individual drug order placed as a part of a medication plan order.

1. Click on an order (row) to view the details of the order.

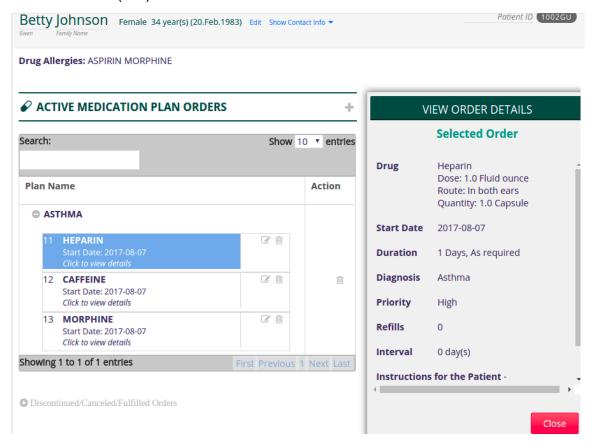


Fig. 2.3.4.1 Drug Order and Pharmacy Module: View Order

#### 2.3.5 Discontinue Order in Plan

In this section, we will study, how to discontinue a single active drug order placed as a part of a medication plan. An active drug orders can be discontinued anytime by providing specific reasons for discontinuing the drug order.

1. An order from the set of medication plan orders can be discontinued by clicking the 'discontinue' icon corresponding to the order.

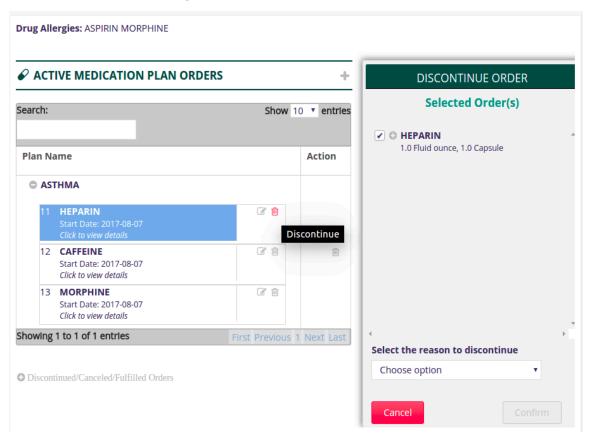


Fig. 2.3.5.1 Drug Order and Pharmacy Module: Discontinue Order

2. Select/Enter a reason for discontinuing the order and click 'Confirm'.

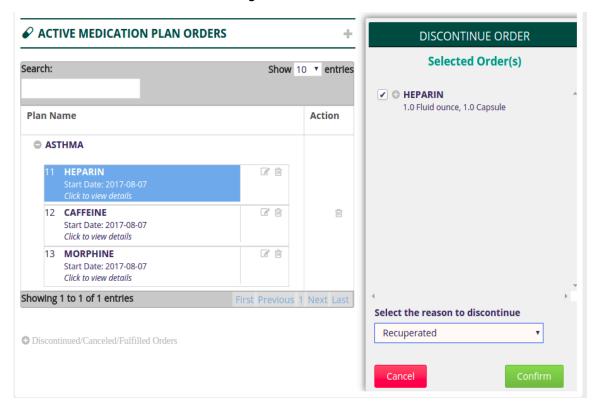


Fig. 2.3.5.2 Drug Order and Pharmacy Module: Enter/Select Reason

3. A flash message appears informing that the order is discontinued. The active order list no longer displays the discontinued drug from the plan.

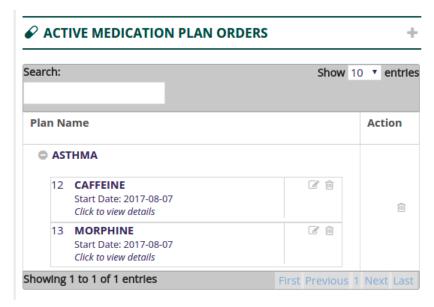


Fig. 2.3.5.3 Drug Order and Pharmacy Module: Order Discontinued

## 2.3.6 Discontinue Plan Order(s)

In this section, we will study, how to discontinue a medication plan order. Discontinuing a medication plan will discontinue all the active drug orders placed a part of the plan order.

1. Drug orders can be discontinued if they are currently active, i.e. if they are not already dispatched. To discontinue all the orders in a plan, click the 'discontinue' icon corresponding to the plan.

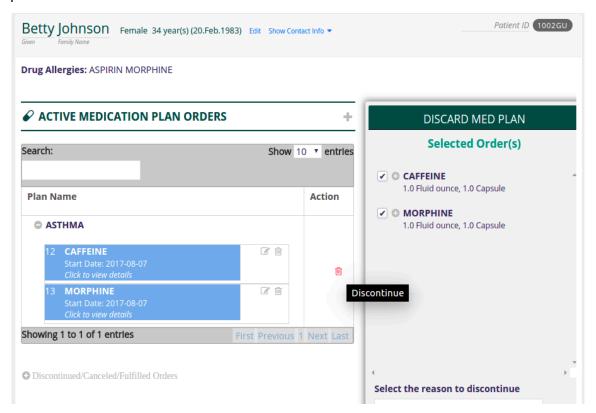


Fig. 2.3.6.1 Drug Order and Pharmacy Module: Discontinue Plan

2. Select/Enter the reason to discontinue and click 'Confirm'.

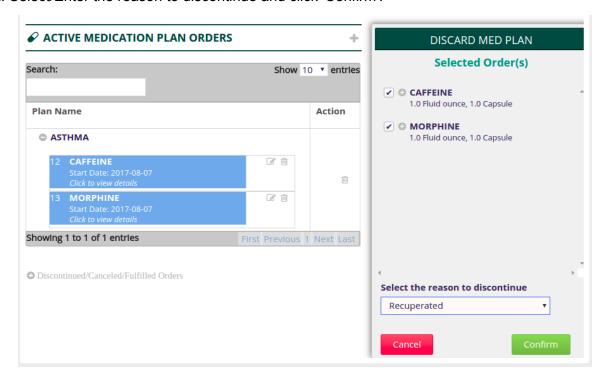


Fig. 2.3.6.2 Drug Order and Pharmacy Module: Enter/Select Reason

3. The orders of the selected medication plan order are discontinued.

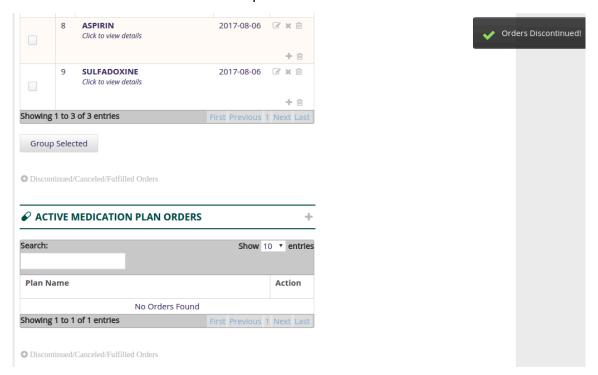


Fig. 2.3.6.3 Drug Order and Pharmacy Module: Order(s) Discontinued

## 2.3.7 Renew Plan Order(s)

In this section, we will study, how to renew the drug orders placed as a part of an inactive or fulfilled or discontinued medication plan order. The Physician can renew some or all drug orders that were placed as a part of the plan as long as there are no current active drug orders already present for the drugs.

1. Click the 'Discontinued/Canceled/Fulfilled Orders' link to view the list of old non-active orders.

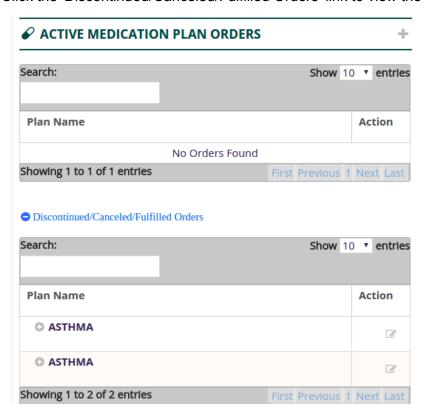


Fig. 2.3.7.1 Drug Order and Pharmacy Module: Non-Active Plans

2. To renew a medication plan order, click the 'edit' icon corresponding to the plan.

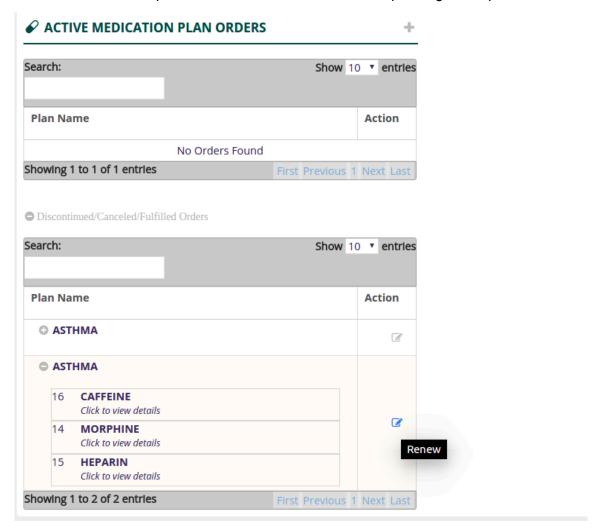


Fig. 2.3.7.2 Drug Order and Pharmacy Module: Renew Plan

3. The page reloads to display the details of the drug orders from the selected list. By default, each drug is check marked to be ordered. Uncheck any checkbox corresponding to the drug it need not be ordered and click 'Confirm' to renew the plan orders.

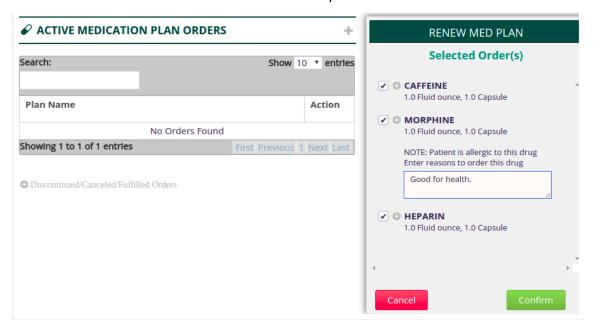


Fig. 2.3.7.3 Drug Order and Pharmacy Module: Selected Plan

4. A draft order for the medication plan is created. Edit and submit as described in Sections 2.3.2 - Edit Plan Drug Order and 2.3.3 - Save Plan Orders.

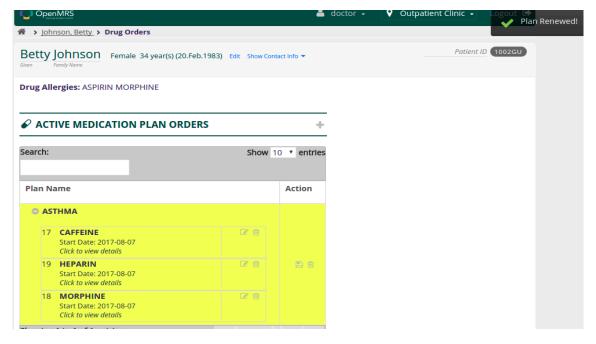


Fig. 2.3.7.4 Drug Order and Pharmacy Module: Drugs Renewed

# 3. Pharmacist User Guide

The following chapters present the user interfaces pertaining to the Pharmacist as the user of the Drug Order and Pharmacy module. The chapters include instructions on viewing the currently active drug orders placed for the Patients, recording the dispatch of the orders, placing the drug orders on hold or removing the hold on the orders as well as snapshots showing how the drug orders can be requested to be discontinued. The chapters also describe how the Pharmacist can view the Physician's info and contact the ordering Physician via mail if required.

## 3.1 Dispatch Drug Orders

In this chapter, we will study the snapshots describing the step-by-step action taken in the process of dispatching an individual order for a single drug, a group of drugs that were placed together or all of the drug orders from an ordered regimen or medication plan. We will see the process in which the Pharmacist can mark the orders that are being dispatched, set an expiry date for each drug that is being dispatched, provide instructions to the patient and take a print-out the prescription.

1. Login to the OpenMRS system using the Pharmacist's credentials. On the homepage, click the 'Pharmacy Icon'.

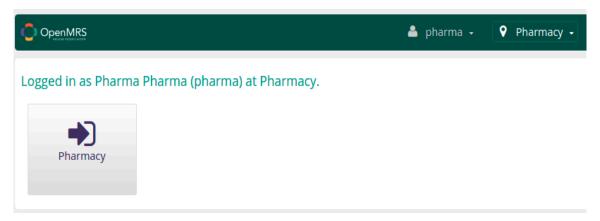


Fig. 3.1.1 Drug Order and Pharmacy Module: OpenMRS homepage

2. Get redirected to the Pharmacy homepage.

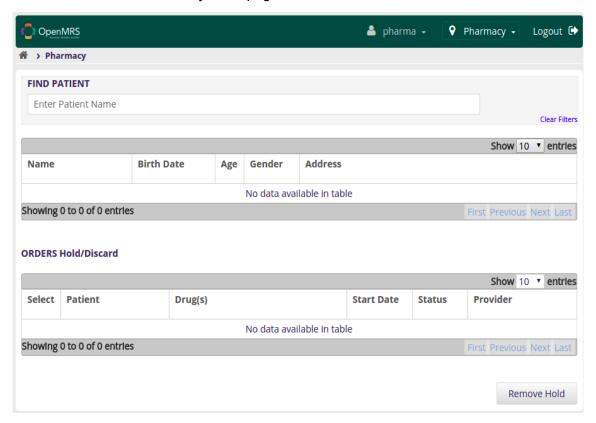


Fig. 3.1.2 Drug Order and Pharmacy Module: Pharmacy homepage

3. Start typing the name of the Patient. The field will provide autocomplete options as typed.

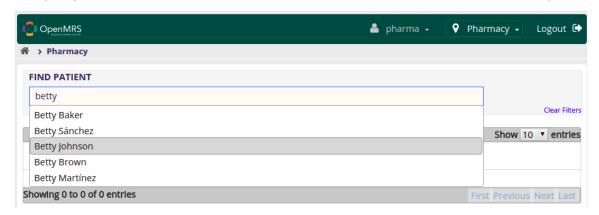


Fig. 3.1.3 Drug Order and Pharmacy Module: Enter Patient Name

4. When an option is selected, the page reloads to display the Patient's personal information in the table. This information includes the Patient's name, age, gender and other demographic data. This is useful to determine the correct record for a Patient since there might be many Patients having the same name, age and gender.

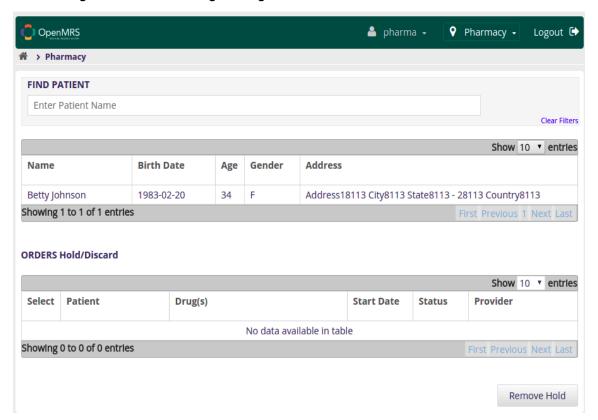


Fig. 3.1.4 Drug Order and Pharmacy Module: Select Patient

## 3.1.1 Dispatch Individual Order

In this section, we will view the snapshots of the screens where the Pharmacist requests for a single individual order to be dispatched. In screen representing **Fig. 3.1.4**, click the row representing the given Patient.

1. The Patient's drug page displays the list of active drug orders placed for the Patient. The information displayed in the table includes the name of the drug, start date of consumption, number of refills allowed, the date on which the drug was last dispatched to the Patient and the name of the Orderer (or Physician) who ordered the drug.

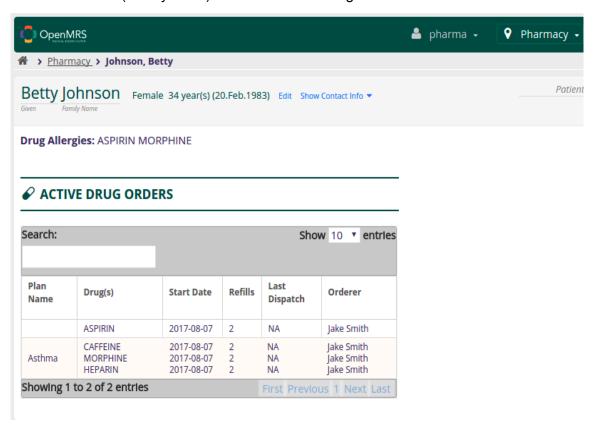


Fig. 3.1.1.1 Drug Order and Pharmacy Module: Drug Order page

2. Select a row representing a single individual order. This will load the details of each drug order. Verify the number of allowed refills, the last dispatch date and the refill interval (number of days between refills) for each order.

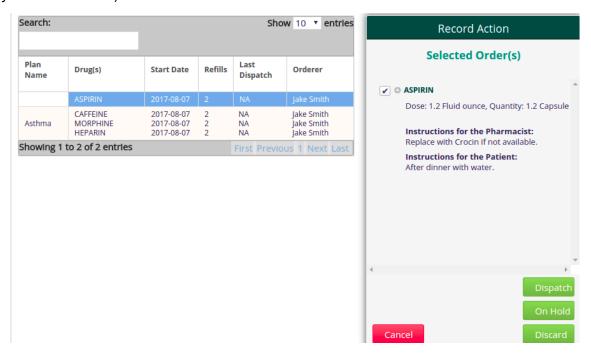


Fig. 3.1.1.2 Drug Order and Pharmacy Module: Order Select

3. The Pharmacist can view the details of the order by clicking the '+' show details button.

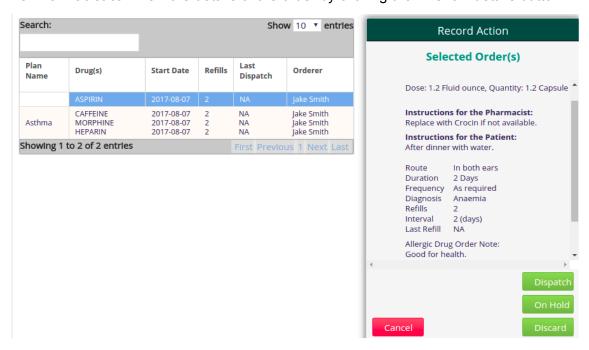


Fig. 3.1.1.3 Drug Order and Pharmacy Module: Show/Hide Order Details

4. Click the 'Dispatch' button to record the transactions on the drug orders being dispatched.

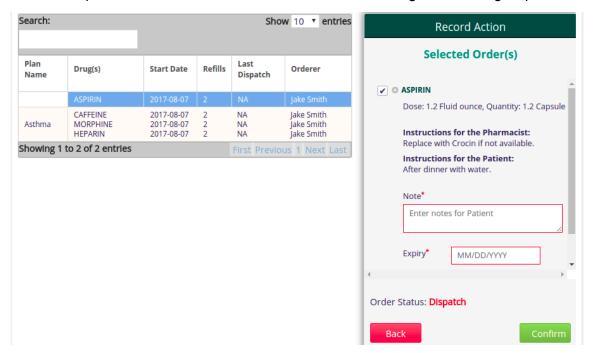


Fig. 3.1.1.4 Drug Order and Pharmacy Module: Order Record

5. Specify the expiry date of the drug and a note for the Patient.

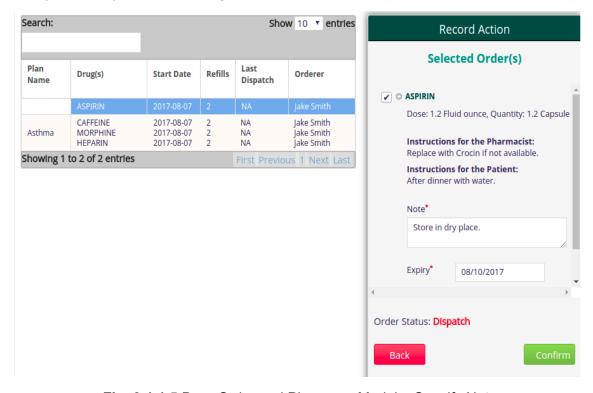


Fig. 3.1.1.5 Drug Order and Pharmacy Module: Specify Note

6. Once the details are entered for the drugs being dispatched, scroll down to find a link to print the prescription.

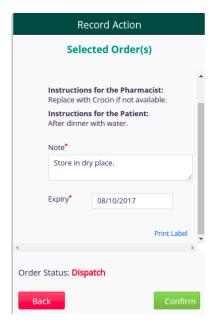


Fig. 3.1.1.6 Drug Order and Pharmacy Module: Print Label

7. Click the link 'Print Label'. A prescription printout is generated with the details of the drugs being dispatched with information about the instructions.

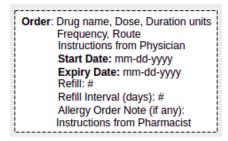


Fig. 3.1.1.7 Drug Order and Pharmacy Module: Prescription Label

8. Click 'Confirm' to record the transaction. The order is recorded as dispatched. The 'Number of allowed refills' and 'Last Dispatch Date' fields associated with this order are updated accordingly. The drug order will continue to remain active if there are refills allowed on the order. For instance, if the drug order was placed confirming that two refills allowed, the Pharmacist can dispense the drug to the Patient three times (original order plus two time refills).

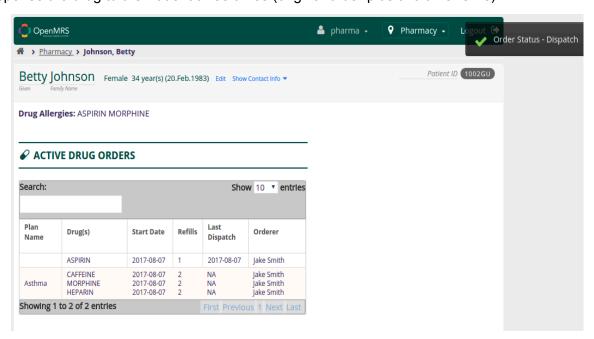


Fig. 3.1.1.8 Drug Order and Pharmacy Module: Transaction Recorded

## 3.1.2 Dispatch Medication Plan or Group Orders

In this section, we will review the process and the snapshots of the screens where the Pharmacist requests for the order(s) in a regimen/medication plan or order group to be dispatched. When the Pharmacist is provided a set of drug orders (medication plan, order group), it is required that all the orders are dispatched together unless the Physician has confirmed otherwise.

1. Select a row to view the details of each drug order placed as a part of the plan order. Verify the number of allowed refills, the last dispatch date and the refill interval (minimum number of #days between refills).

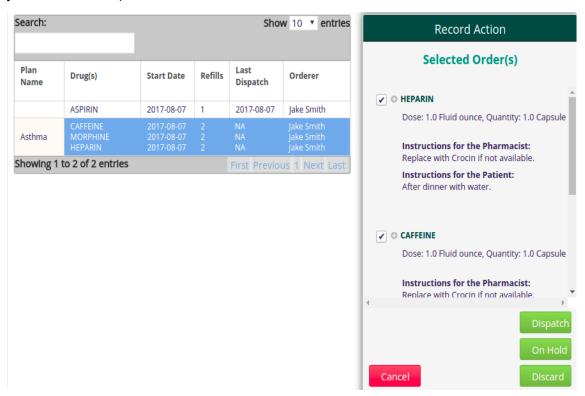


Fig. 3.1.2.1 Drug Order and Pharmacy Module: Order Select

2. Click the 'Dispatch' button. This will load the fragment with additional fields.

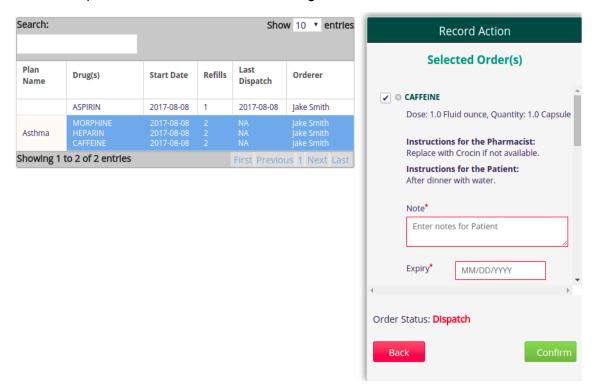


Fig. 3.1.2.2 Drug Order and Pharmacy Module: Order Record

3. Specify the expiry date and a note about the consumption of each drug in the list.

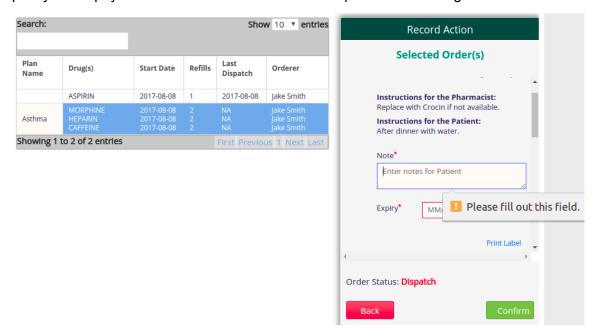


Fig. 3.1.2.3 Drug Order and Pharmacy Module: Specify Details

4. Once the details are entered, click the link 'Print Label' underneath each order to print the prescription. A prescription printout is generated for each drug order record being dispatched with the details of the drugs as well as information about the instructions.

Order: Drug name, Dose, Duration units
Frequency, Route
Instructions from Physician
Start Date: mm-dd-yyyy
Expiry Date: mm-dd-yyyy
Refill: #
Refill Interval (days): #
Allergy Order Note (if any):
Instructions from Pharmacist

Fig. 3.1.2.4 Drug Order and Pharmacy Module: Print Prescription

5. Click 'Confirm' to record the transaction. The order(s) are recorded as dispatched. The 'Number of allowed refills' and 'Last Dispatch Date' fields are updated accordingly. The drug orders will continue to remain active if there are refills allowed on the order.

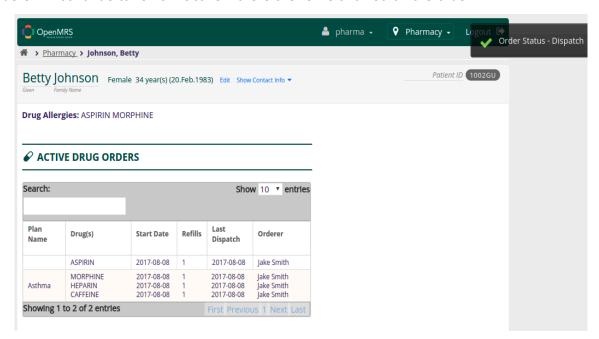


Fig. 3.1.2.5 Drug Order and Pharmacy Module: Transaction Recorded

## 3.2 Put Drug Orders On-Hold

In this section, we will study the snapshots describing the process of putting on hold - an individual order, some or all orders from an order group and some or all of the drug orders from an ordered regimen/medication plan. We will see the process by which the Pharmacist can mark an order, one or more orders from a regimen order or from an order group and put them on hold due to unavailability or other reasons and (if required) send out an email to the ordering Physician providing the reason for placing the order(s) on hold. We will see, how the order(s) which are put on hold are highlighted. Also described are the steps that show what happens when the Physician subsequently modifies and removes the hold on the order(s) as well as the steps that show how the Pharmacist can remove the hold on order(s).

#### 3.2.1 Put Individual Order On-Hold

In this section, we will view the process and the snapshots of the screens where the Pharmacist puts on hold a single individual order.

1. Login to the Patient's drug page. View the list of active drug orders placed for the Patient.

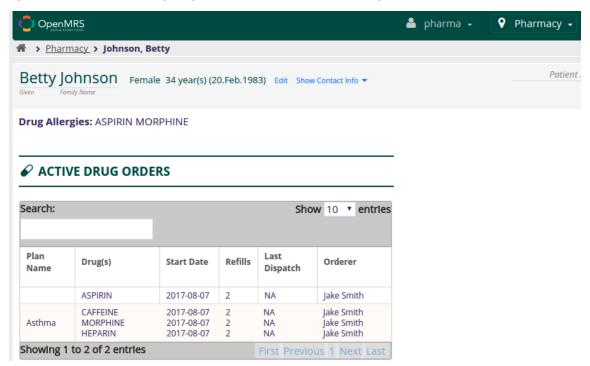


Fig.3.2.1.1 Drug Order and Pharmacy Module: Drug Order Page

2. Select a row representing an order. This will load the details of the drug order. Verify the number of allowed refills, the last dispatch date and the refill interval (number of days between refills) for the order. Click the button named 'On Hold'.

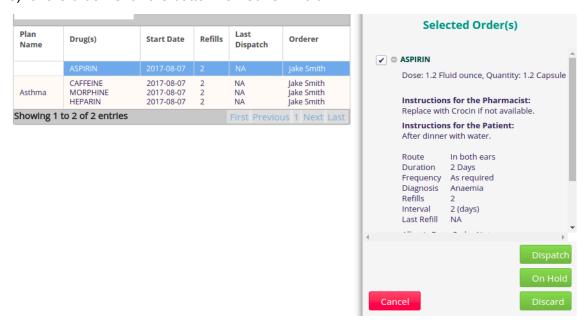


Fig.3.2.1.2 Drug Order and Pharmacy Module: Select Order

3. Enter the reason for placing the order on hold. This step is mandatory.

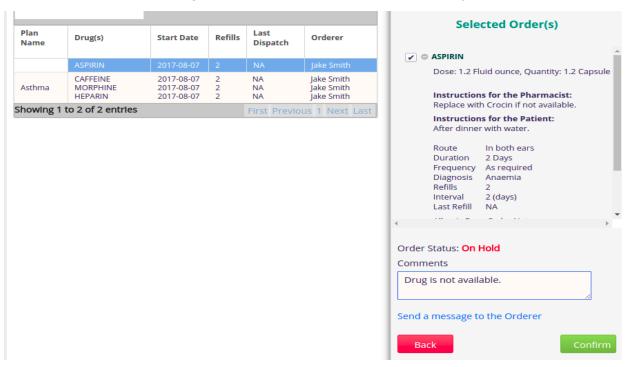


Fig.3.2.1.3 Drug Order and Pharmacy Module: Enter Hold Reason

4. If the Pharmacist wants or needs to send out an email notification to the Orderer, she/he will click the link provided to send a message. This will load the default mail application informing the recipient that the order is being put on hold for the given reason. The Pharmacist can also add additional comments here.

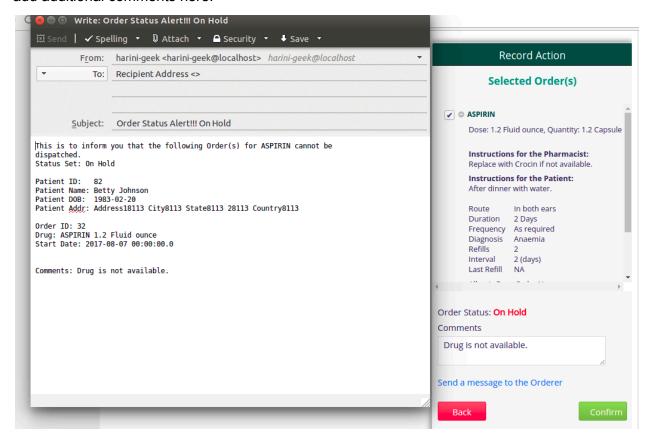


Fig.3.2.1.4 Drug Order and Pharmacy Module: Record On-Hold Action

The Pharmacist will send this mail to the Physician if the former has been instructed to notify the latter if the order is put on hold or if the Pharmacist requires specific information.

5. Click 'Confirm' to record the status of the drug order. The drug order page shows the order put on hold, highlighted with a different color.

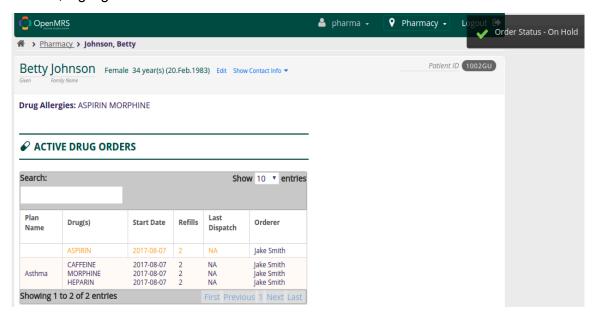


Fig.3.2.1.5 Drug Order and Pharmacy Module: Order Highlighted

6. The pharmacy homepage shows the list of orders put on hold including this order.

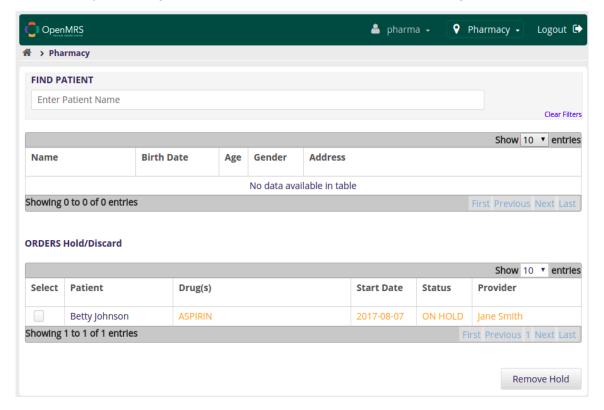


Fig.3.2.1.6 Drug Order and Pharmacy Module: Orders Highlighted

Let us consider three different scenarios as the possible next course of action:

7. If the drug is available to be dispatched at the pharmacy after the order is put on hold, the Pharmacist can remove the hold on the order. On the Pharmacy homepage, check the checkbox corresponding to the order (that was put on hold) that needs to be removed from hold and click 'Remove Hold' button. This will display a 'Remove Hold' fragment. Click 'Confirm' to remove the hold on the order.

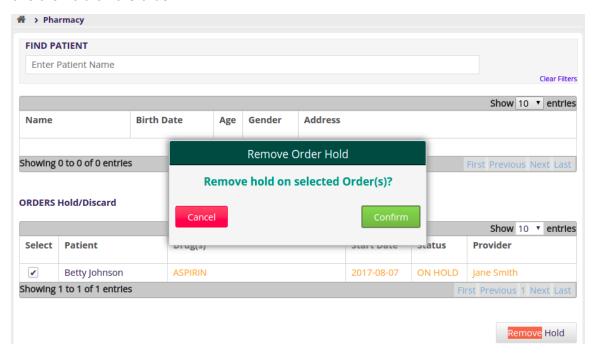


Fig.3.2.1.7 Drug Order and Pharmacy Module: Remove Hold

8. The order is now removed from hold.



Fig.3.2.1.8 Drug Order and Pharmacy Module: Hold Removed

9. If the drug was put on hold since a particular formulation of the drug is not available for a few days and the Patient cannot wait until the drug becomes available at the pharmacy, the Physician may choose to modify the drug formulary to prescribe a drug that is presently available at the pharmacy. After receiving the request via mail, the Physician or Orderer will login to the Patient's drug order homepage to modify the order that is put on hold. The following are the snapshots of the drug order page showing the order is highlighted.

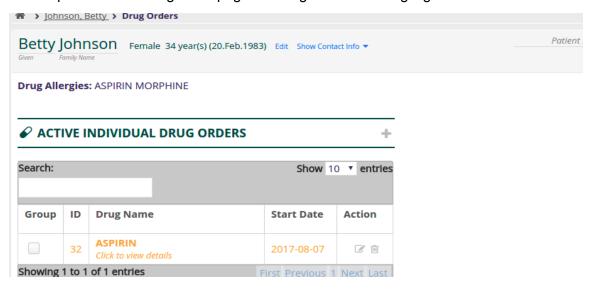


Fig.3.2.1.9 Drug Order and Pharmacy Module: Order On-Hold

10. The Physician will edit the drug order formulations. This will replace the drug order with a new order with updated formulations or instructions, thereby clearing the hold.

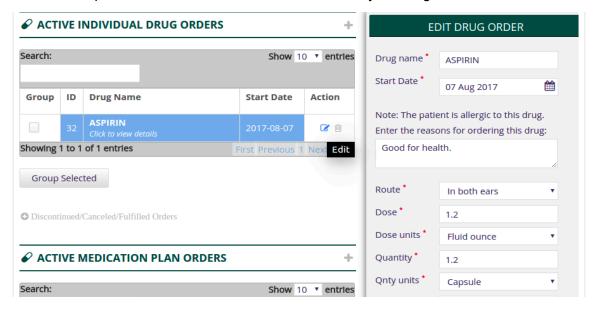


Fig.3.2.1.10 Drug Order and Pharmacy Module: Edit Order

11. When the Pharmacist logs into the drug order page, she/he finds the hold cleared. Clicking the row representing the order will display the updated details of the new drug order.

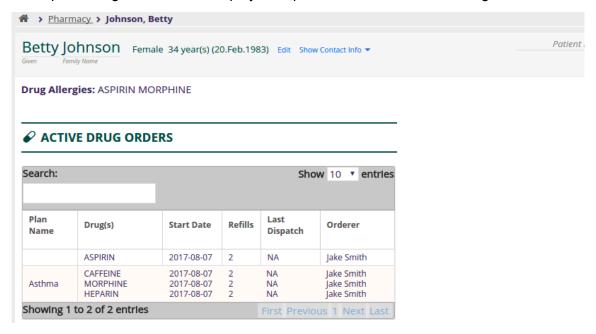


Fig.3.2.1.11 Drug Order and Pharmacy Module: Modified Drug Order

12. Alternately, if the Patient cannot be asked to wait until the drug becomes available, the Physician will discontinue the drug order (and perhaps replace it with a new drug order).

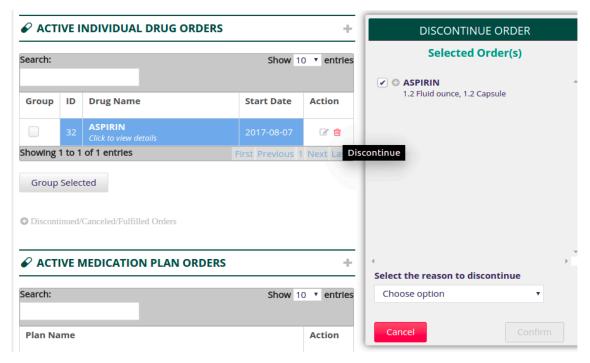


Fig.3.2.1.12 Drug Order and Pharmacy Module: Discard Order

13. This will remove the drug order from the current or active order list and thereby not be visible to the Pharmacist.

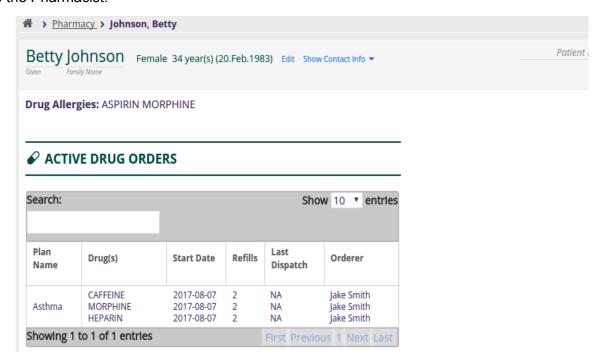


Fig.3.2.1.13 Drug Order and Pharmacy Module: Updated Order List

14. Another scenario to consider is that the Physician approves the action of putting the drug order on hold until it becomes available. In that case, the Physician can edit the drug order (similar to **Fig.3.2.1.10**) to provide comments to the Pharmacist about the order continuing to be on hold.

### 3.2.2 Put Order(s) in a Medication Plan or Group Orders On-Hold

In this section, we will view the snapshots of the screens where the Pharmacist puts on hold some or all orders from a medication plan or group order.

1. Select a row representing a set of orders from a regimen / medication plan or an order group. This will load the details of each drug order placed as a part of the set. Verify the number of allowed refills, the last dispatch date and the refill interval (number of days between refills) for each order.

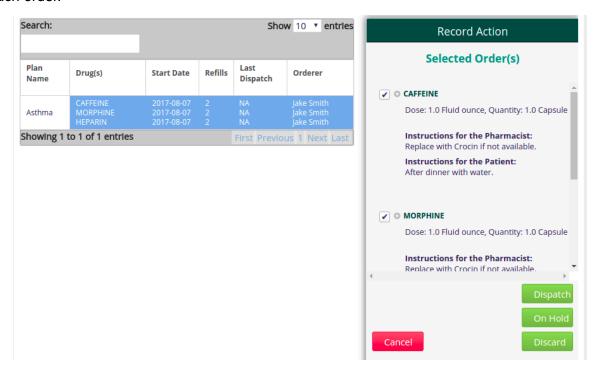


Fig.3.2.2.1 Drug Order and Pharmacy Module: Select Orders

2. By default, the checkboxes corresponding to the drugs (orders) are checked, uncheck the checkboxes which correspond to the drug orders that need not be put on hold. Ensuring that the checkboxes corresponding to the drugs (orders) that are to be put on hold is checked, click the 'On-Hold' button.

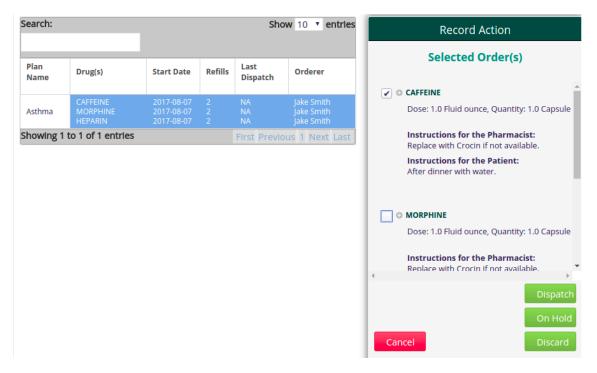


Fig.3.2.2.2 Drug Order and Pharmacy Module: Check Orders

3. Enter the reason for placing the orders on hold.

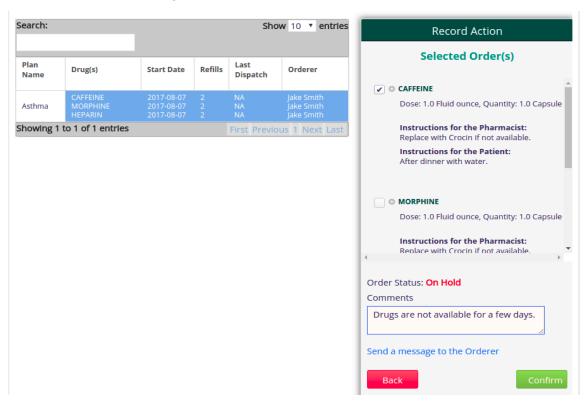


Fig.3.2.2.3 Drug Order and Pharmacy Module: Enter Reason

4. If the Pharmacist wants or needs to send out an email notification to the Orderer, she/he will click the link provided to send a message. This will load the default mail application informing the recipient that the orders are being put on hold for the given reason. The mail will also indicate if some of the orders in the set are currently available to be dispatched, seeking permission to dispense them to the Patient. Finally, the Pharmacist can also add additional comments.

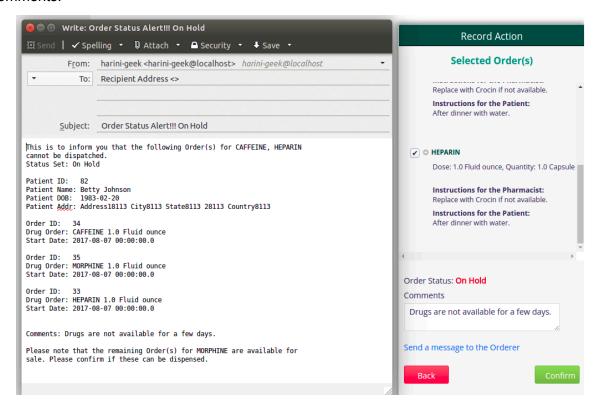


Fig.3.2.2.4 Drug Order and Pharmacy Module: Send Mail To Orderer

The Pharmacist will send this mail to the Physician if the former has been instructed to notify the latter if the orders are put on hold or if the Pharmacist requires specific information. Click 'Cancel' if no mail requires to be sent.

5. Upon sending the mail is forwarded to the Orderer and confirming the hold status by clicking the 'Confirm' button, the drug order page shows the orders put on hold, highlighted.

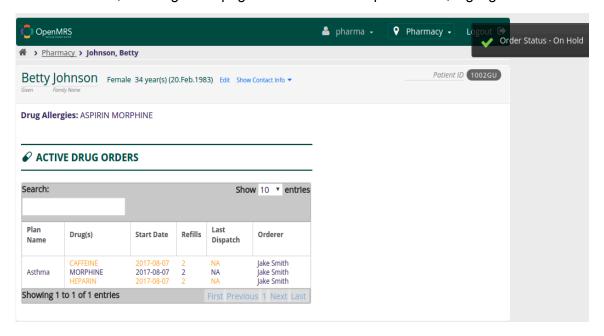


Fig.3.2.2.5 Drug Order and Pharmacy Module: Orders Highlighted

6. The pharmacy homepage also shows the list of orders put on hold.

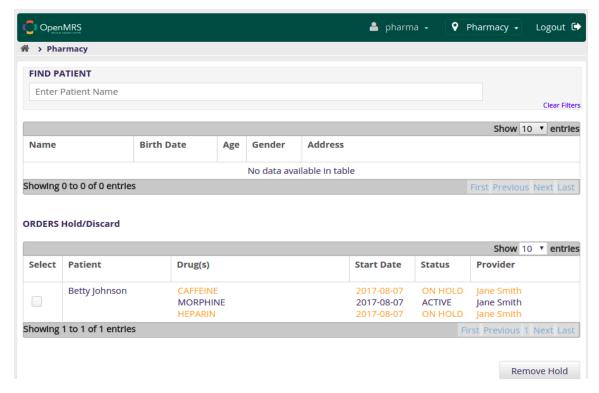


Fig.3.2.2.6 Drug Order and Pharmacy Module: Pharmacy Homepage

Let us consider the possible situations from here:

7. If the drug becomes available to be dispatched at the pharmacy, the Pharmacist can remove the hold on the drug orders. To do this, the Pharmacist has to checkmark the checkbox (in the Hold/Discard table on the pharmacy homepage) corresponding to each set of orders that are put on hold and then click the 'Remove Hold' button.

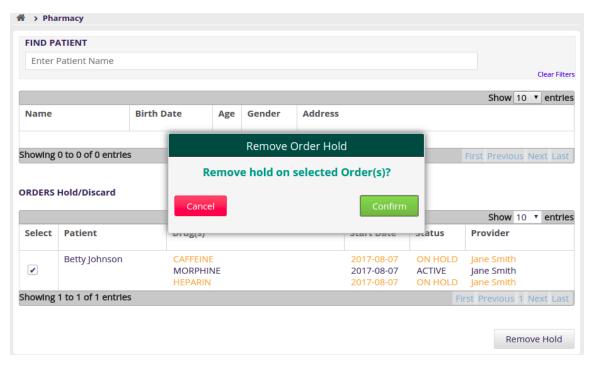


Fig.3.2.2.7 Drug Order and Pharmacy Module: Remove Hold

8. This will remove the hold on the drug orders, making them active again. The Pharmacist can now dispense these drug orders when the Patient comes to the pharmacy.

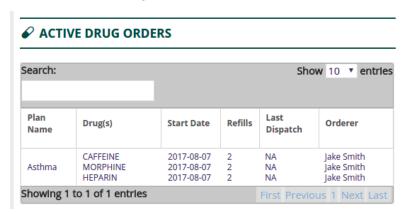


Fig.3.2.2.8 Drug Order and Pharmacy Module: Hold Removed

9. If the drug is put on hold since a particular formulation of the drug is not available for a few days and the Patient cannot be asked to wait, the Physician will edit the order components to prescribe a drug that is currently available at the Pharmacy. Upon receiving an update on the hold, the Physician will login to the Patient drug order page to find the order highlighted. The Physician will then edit the formulations of each drug order.

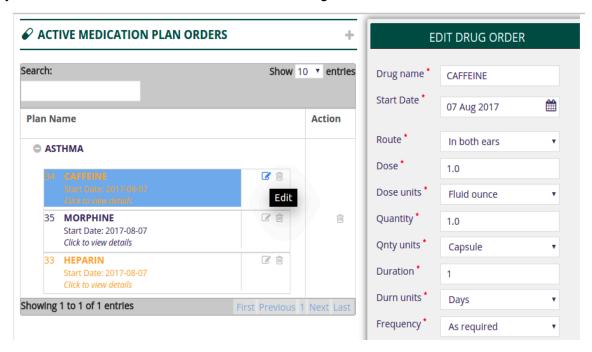


Fig.3.2.2.9 Drug Order and Pharmacy Module: Modify Orders

10. This will replace the drug order with a new order with updated formulations or instructions, thereby clearing the hold.

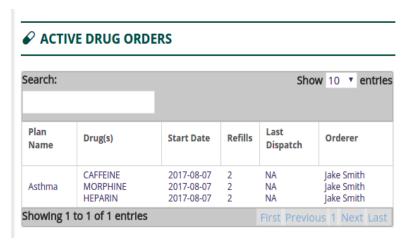


Fig.3.2.2.10 Drug Order and Pharmacy Module: Hold Removed

11. Alternatively, the Physician may choose to discontinue the orders that are put on hold and (if required) place new orders instead.

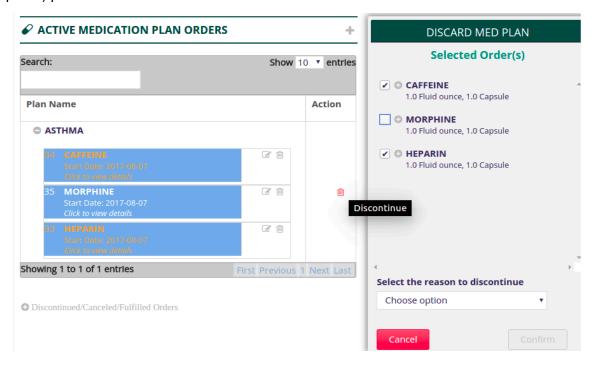


Fig.3.2.2.11 Drug Order and Pharmacy Module: Discontinue Orders

12. When the Pharmacist logs into the drug order page, she/he finds the hold cleared. The order list will only display the order(s) that was not removed.

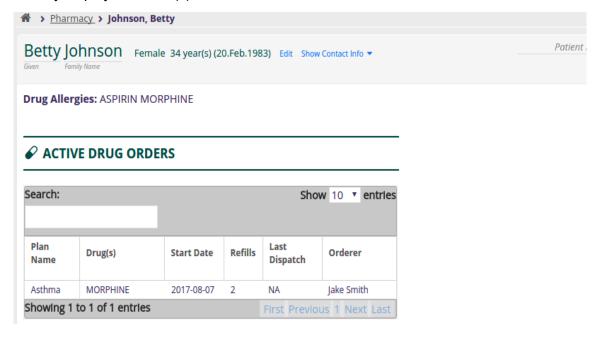


Fig.3.2.2.12 Drug Order and Pharmacy Module: Hold Removed

13. The other option will be that the Physician can edit the drug order to provide specific instructions to the Pharmacist to dispatch the remaining in a set if a particular drug from the set is not available immediately. This confirmation can be provided in the 'Instructions to Pharmacist' field and will be provided or displayed to the Pharmacist along with other details.

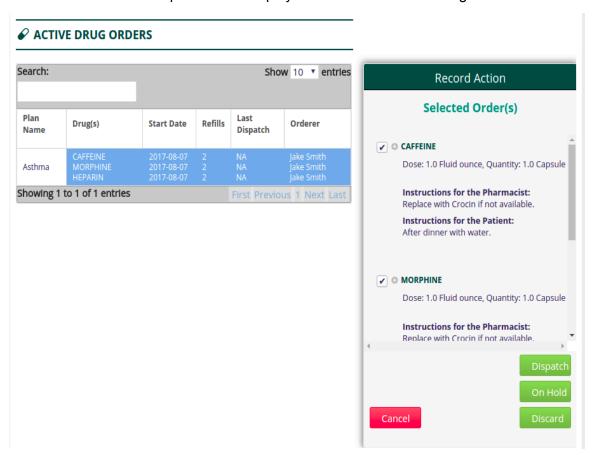


Fig.3.2.2.13 Drug Order and Pharmacy Module: Modify Orders

## 3.3 Request To Discard Drug Orders

In this section, we will study the snapshots describing the process of discontinuing an order for a single drug, some or all orders from a group of drug orders placed together and some or all of the drug orders from an ordered regimen/medication plan. Let us assume that the drugs that are ordered are not allowed to be sold in a country and hence not available at the pharmacy. We will see the process by which the Pharmacist can mark and request for the order(s) to be discontinued by providing reasons and sending out an email to the ordering Physician. This includes snapshots showing how the order(s) which are requested to be discarded are highlighted and how the Physician is notified about the same. Also described are the steps showing the snapshots when the Physician subsequently discontinues the order(s).

## 3.3.1 Request Individual Order Discard

In this section, we will see how an individual drug order is requested to be discarded by the Pharmacist by sending out an email to the Orderer or Physician.

1. Login to the Patient's drug order page displaying the list of active drug orders placed.

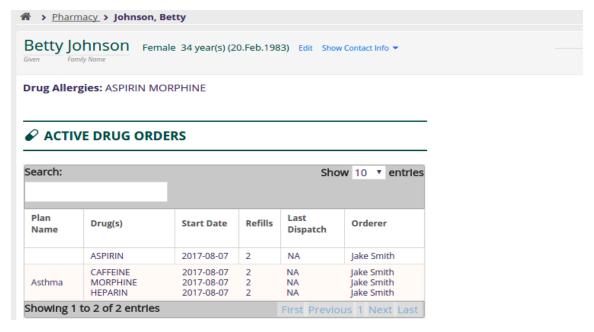


Fig. 3.3.1.1 Drug Order and Pharmacy Module: Drug Order Page

2. Select the row representing the order. This will display the details of the drug order. Ensure that the check-box corresponding the order is checked and click the 'Discard' button.

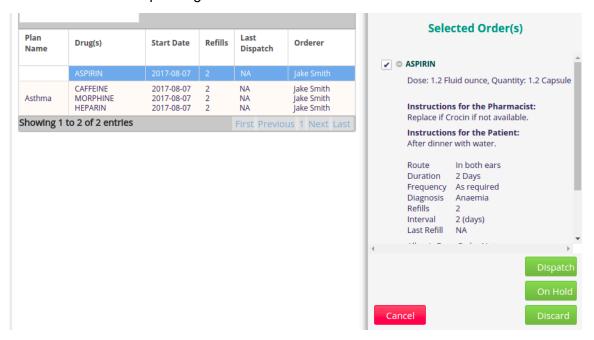


Fig. 3.3.1.2 Drug Order and Pharmacy Module: Select Order

3. Enter the reason for requesting for the drug order to be discarded.

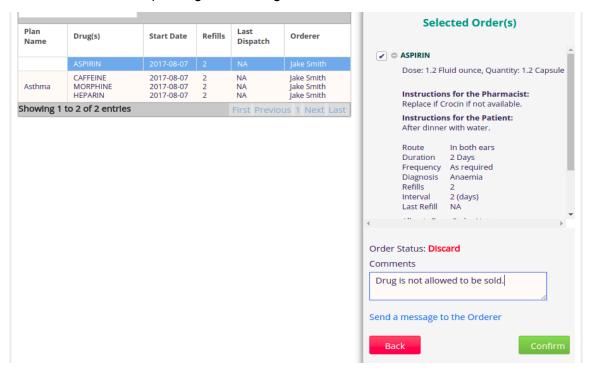


Fig. 3.3.1.3 Drug Order and Pharmacy Module: Enter Discard Reason

4. Next, the ordering Physician must be informed about the orders not being able to be fulfilled. The Pharmacist is not authorized to discontinue a drug order. In order to inform the Orderer about the orders required to be discarded, an email notification is sent by the Pharmacist. This can be done by clicking the link provided near the bottom of the fragment. This will load the default mail application informing the recipient (Orderer) that the orders are being requested to be discarded due to the given reason. The Pharmacist can also add additional comments.

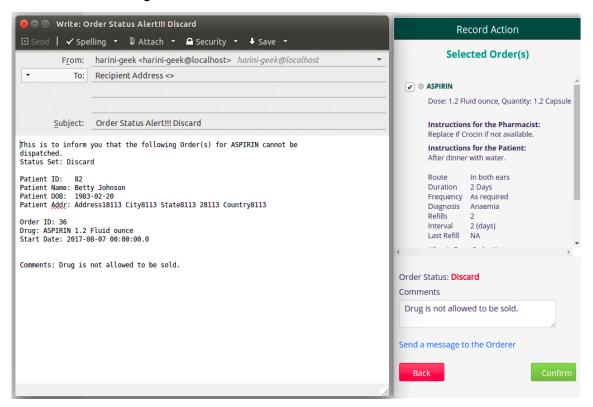


Fig. 3.3.1.4 Drug Order and Pharmacy Module: Send Mail To Orderer

5. The mail is now forwarded to the Orderer, i.e. the Physician who placed the order. Click 'Confirm' to record the drug order being requested to be discontinued. The drug order page shows the order requested to be discarded, highlighted with a strikethrough line.

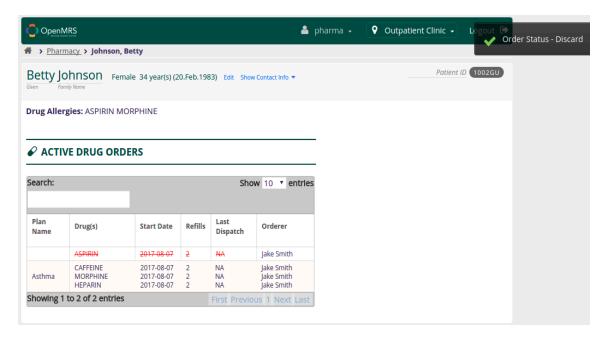


Fig. 3.3.1.5 Drug Order and Pharmacy Module: Orders Highlighted

6. The pharmacy homepage shows the list of orders requested to be discarded.

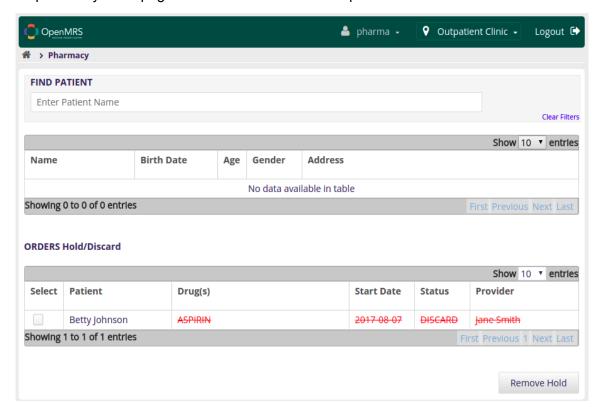


Fig. 3.3.1.6 Drug Order and Pharmacy Module: Pharmacy Homepage

7. After receiving the request via mail, the Physician or Orderer will login to the Patient's drug order homepage to discontinue the order that requested to be discarded.

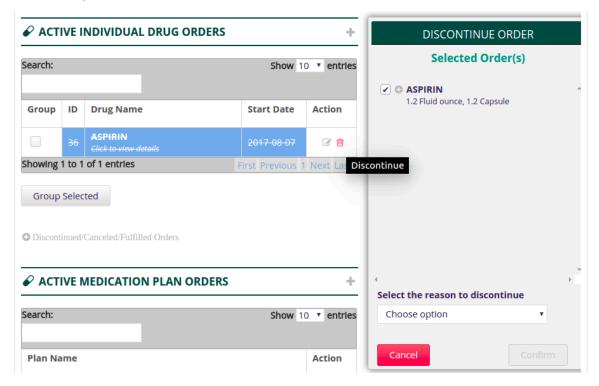


Fig. 3.3.1.7 Drug Order and Pharmacy Module: Discontinue Order

8. The order is now removed from the list of active order list.

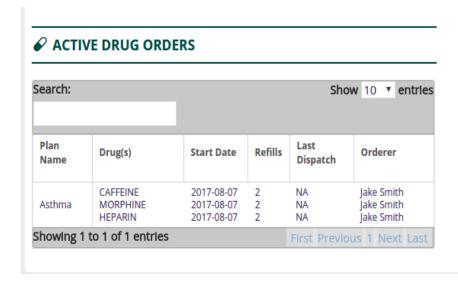


Fig. 3.3.1.8 Drug Order and Pharmacy Module: Order Discontinued

## 3.3.2 Request Medication Plan or Group Orders Discard

In this section, we will view the snapshots of the screens where the Pharmacist requests for some or all orders in a medication plan or order group to be discarded.

1. Select the row representing the medication plan or group order. This will display the details of the drug orders. By default the checkbox corresponding to each drug in the list is checked. Uncheck any checkbox corresponding to an order that need not be discontinued. All the orders corresponding to checkboxes that are currently checked will be marked as discontinued.

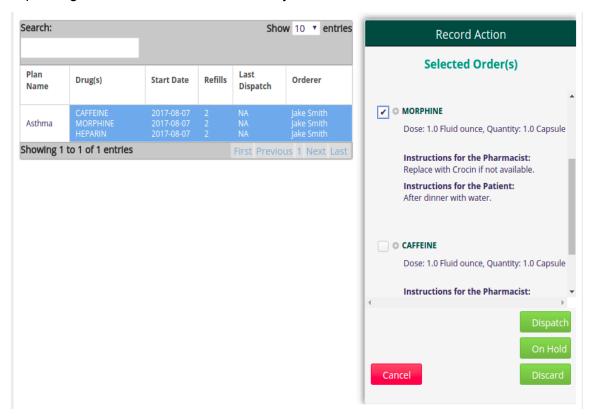


Fig. 3.3.2.1 Drug Order and Pharmacy Module: Select Order

2. Enter the reason for requesting for the drug orders to be discontinued (mandatory).

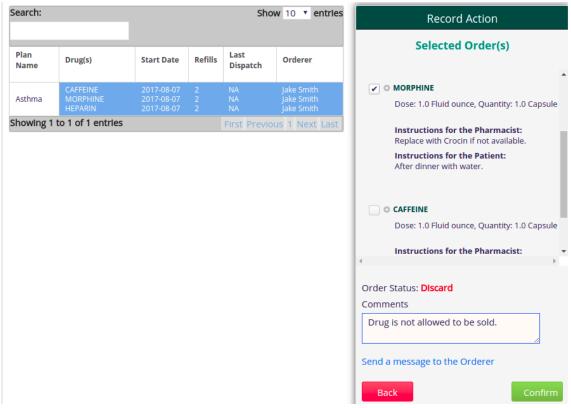


Fig. 3.3.2.2 Drug Order and Pharmacy Module: Enter Discard Reason

3. The Pharmacist will now have to send out an email notification to the Orderer by clicking the link provided to send a message. This will load the default mail application informing the recipient that the orders are being requested to be discarded due to the given reason. The Pharmacist can also add additional comments. The mail will also indicate if some of the orders in the set are currently available to be dispatched, seeking permission to dispense them to the Patient since the Pharmacist is not authorized to dispense a part of the medication plan without a confirmation from the Physician.

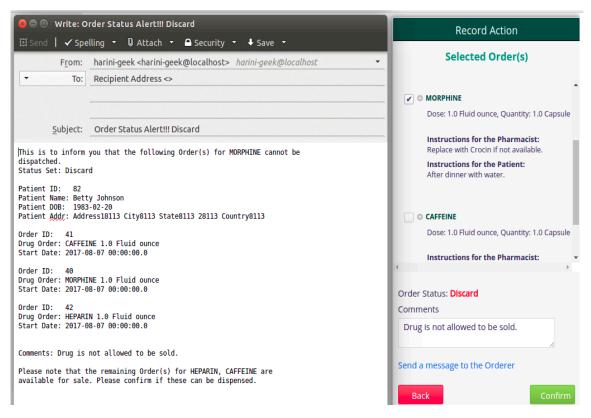


Fig. 3.3.2.3 Drug Order and Pharmacy Module: Send Mail To Orderer

4. Click 'Confirm' to record the orders being requested to be discarded. The drug order page shows the orders requested to be discarded, highlighted with a strikethrough line.

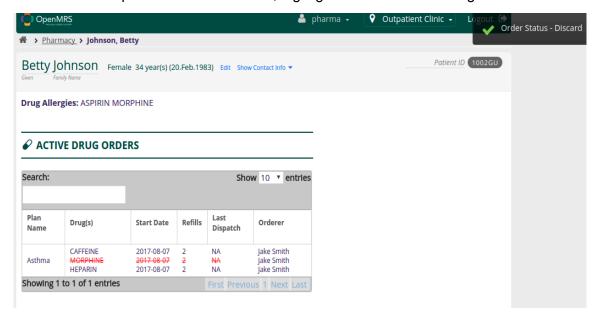


Fig. 3.3.2.4 Drug Order and Pharmacy Module: Orders Highlighted

5. The pharmacy homepage also shows the list of orders requested to be discarded.

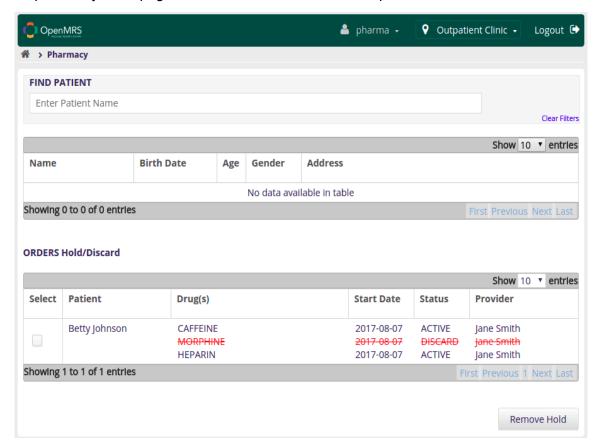


Fig. 3.3.2.5 Drug Order and Pharmacy Module: Orders On-Hold/For-Discard

6. After receiving the request via mail, the Physician or Orderer will login to the Patient's drug order homepage to discontinue the orders that requested to be discarded. This page will also show the drug orders that are requested to be discontinued, highlighted with a strikethrough line. This will help the Physician identify the order immediately. She/He will discontinue the existing drug order(s) and perhaps place new drug orders in its place.

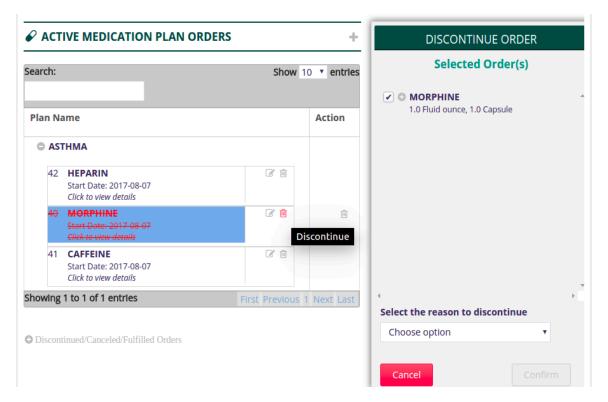


Fig. 3.3.2.6 Drug Order and Pharmacy Module: Discontinue Orders

7. When the Pharmacist logs into the Patient drug order page, the 'Active Drug Orders' table only displays the currently active drug orders. The discontinued drug orders are no longer displayed.

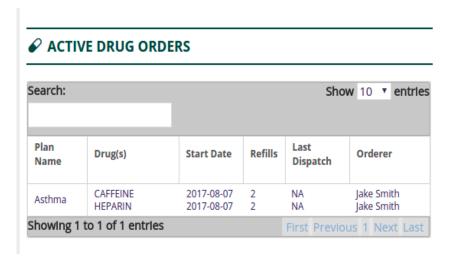


Fig. 3.3.2.7 Drug Order and Phar@macy Module: Updated Orders