

Receiving Supply Messages (without Scanner) Quick Reference Guide

integrated medication management

This quick reference guide provides step-by-step instructions on how you can receive medication supplies from the PointClickCare web application. This action is available to users with appropriate security permissions to do so. Supplies can be received through the Pharmacy Orders Portal in the web application or through the eMAR module.

Step Action

From within the Pharmacy Orders tab in the Orders Portal in the PointClickCare application, or from the eMAR Portal, go to the **Waiting To Be Received** tab.

1.



Step Action

Use the Display Filters and/or sort by column headings to locate the supply received. Click the **rcv** link next to the supply.

2.

The screenshot shows a software interface with a navigation bar at the top containing tabs: 'To Be Ordered', 'On Order (Manual)', 'On Order (Electronic)', 'Waiting to be Received', 'Follow-Up', 'Returned', and 'Inbound Pharmacy Orders - Resident Match'. A 'Set as My Default Tab' link is on the right. Below the navigation bar, the text reads 'Supplies/Medications Received Electronically and Waiting to be Matched to Resident Orders'. On the right, it says 'Waiting to be Received (electronic) (Filtered Results) 183'. A 'Display Filters' section includes 'Date Dispersed' (set to 'On'), 'Dispense Type' (set to 'All'), 'Resident Number', 'Resident Name', 'Unit' (set to 'All'), and 'Floor' (set to 'All'). A 'Refresh' button is present. A callout box points to the 'Date Dispersed' column header with the text 'Sort by Column Headings'. Below the filters is a table with columns: Resident, Dispense Type, Date Dispersed, Medication, Directions, and Rx.

Resident	Dispense Type	Date Dispersed	Medication	Directions	Rx
USER, KEVIN (KEVINUSER)	Traditional Dispense	03/11/2015	ACETAMINOPHEN 325MG TABS TABS 325 MG	GIVE 2 TABLET BY MOUTH ONE TIME A DAY FOR MILD PAIN	KU000PC6
RUTH, BARE (4667)	Traditional Dispense	12/03/2014	ACETAMINOPHEN 325MG TABS TABS 325 MG	GIVE 2 TABLET BY MOUTH ONE TIME A DAY FOR MILD PAIN	BR000PC6
JOLIE, ANGELINA (123)	Traditional Dispense	12/03/2014	ACETAMINOPHEN 325MG TABS TABS 325 MG	GIVE 2 TABLET BY MOUTH ONE TIME A DAY FOR MILD PAIN	AJ000PC6

If one supply was dispensed for the same Barcode/RX, or after the Receive Supplies button is selected for multiple supplies, the Link Supplies screen appears.

1. Carefully review the **Supply/Medication** received from the pharmacy.
2. Check the box to link the supply to the correct **Order**. Potential matches show ALL active orders for the same drug classification.
3. If there are no potential matches, or you cannot find the order, click on **View other pharmacy orders**.
4. After the correct order is selected, click **Link to Order(s)** to link the supply and update the status of the order to On Hand.

3.



Note

If the supply is an exact match to the order, it is automatically linked. If multiple supplies are dispensed for the same Barcode/RX, a window appears, showing the number of medication supplies. Verify all supplies listed match what was sent in the tote, then click **Receive Supplies** and the Link Supply window appears.

Step Action

If the supply does NOT match the order, select Mark for Follow-Up to move the message to the Follow-Up tab, or Mark for Return if you do not want to link the supply to any order.

4.



Note

Follow Up is a temporary action. After the follow up is complete, the supply must be received and linked to the order, or marked as return to pharmacy. Return to Pharmacy does not send a message to the pharmacy. You must follow the pharmacy instructions for returning the supply.