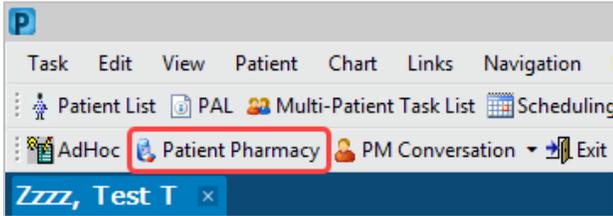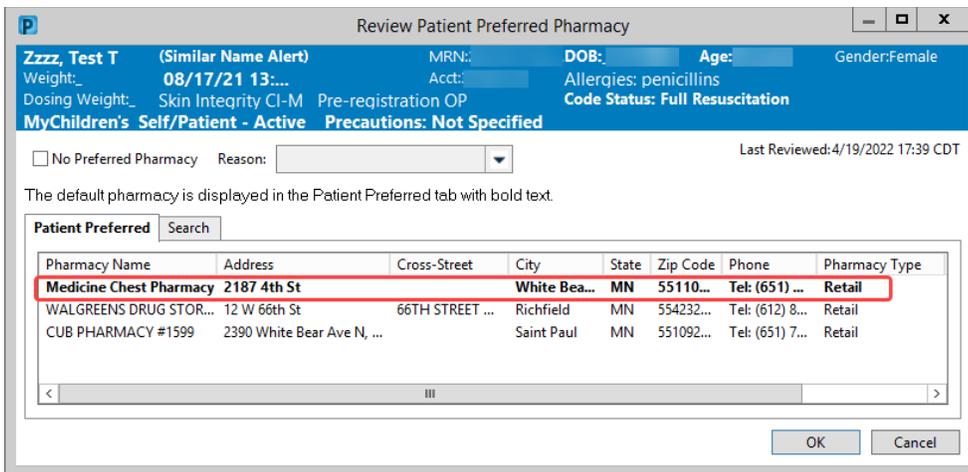## Patient Preferred Pharmacy: Selection and Routing

1. To determine if a patient has a preferred pharmacy, open the patient's chart and select **Patient Pharmacy** from the toolbar.

2. The Review Patient Preferred Pharmacy window displays. If a preferred pharmacy has been selected, the default pharmacy is displayed in the Patient Preferred tab with bold text.

3. If no pharmacy displays, continue to **Search for a Pharmacy**.

Informatics Education Updated July 2024
Questions or need assistance? Call Children's IT Service Desk 24/7 at 952-992-5000 or 4-5000 internally
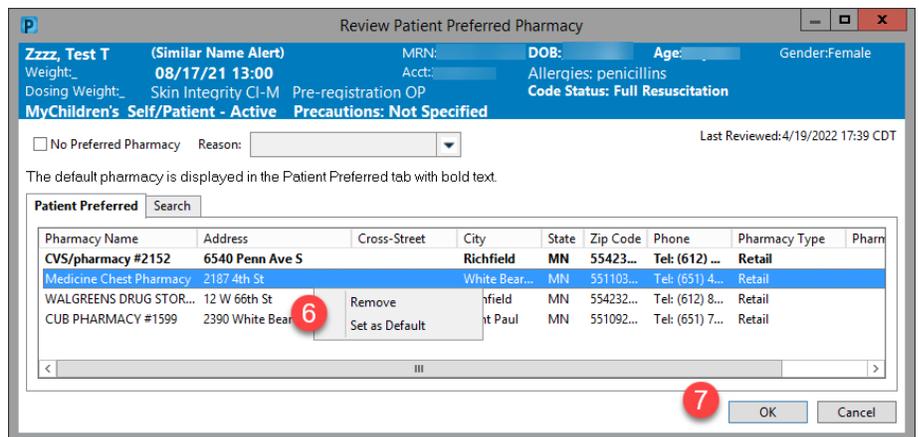
Search for a Pharmacy

1. Click the **Search** tab.
2. Enter search criteria.
   Note: For Children's Pharmacy enter the following:
   Pharmacy Name: Child
   State: MN
   The zip code (55404 for Mpls or 55102 for St. Paul) can be entered to further refine your search.
3. Click **Search**.
4. Right-click on preferred pharmacy and select **Add to Patient Preferred.**
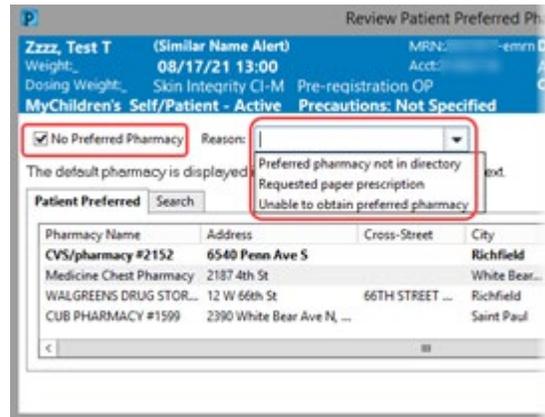5. Click the **Patient Preferred** tab to view your selection.
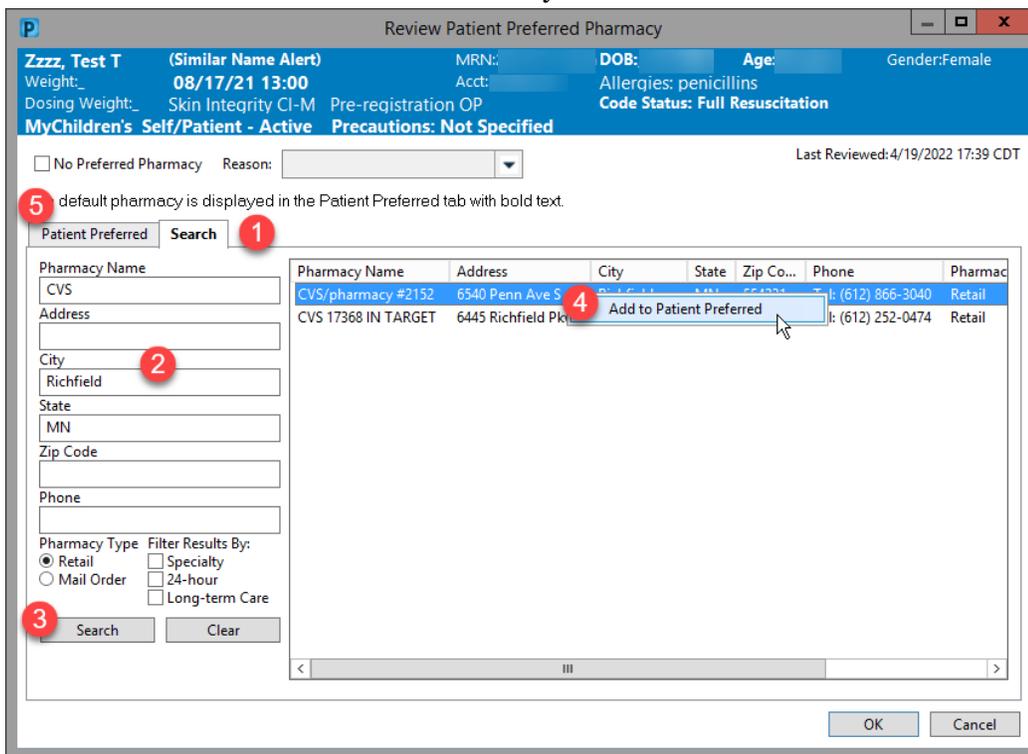
6. Right click on the pharmacy and click **Remove** or **Set as Default**.
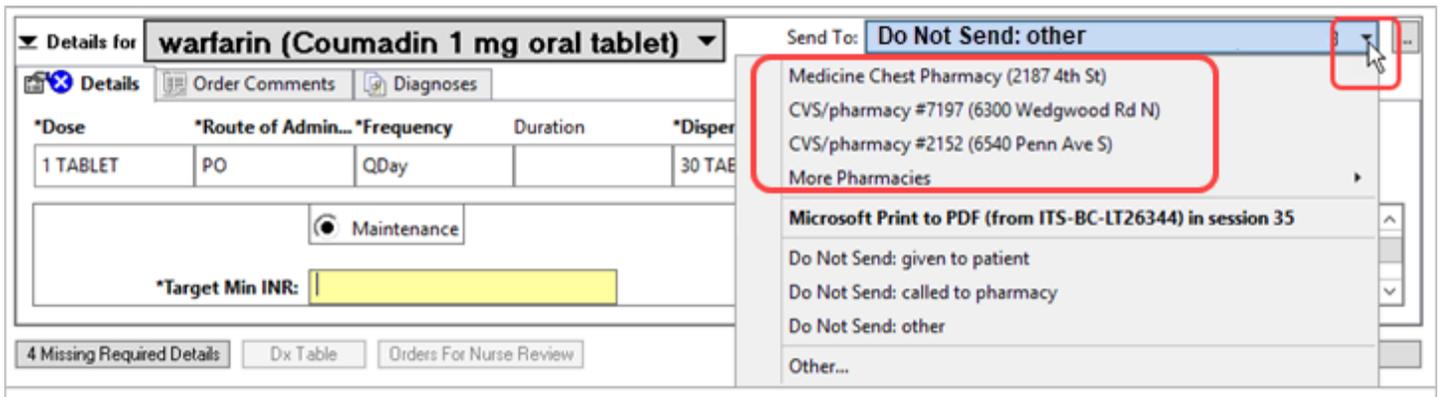7. Click **OK** to save settings.

8. If patient does not have a preferred pharmacy, check **No Preferred Pharmacy** and select the appropriate reason.
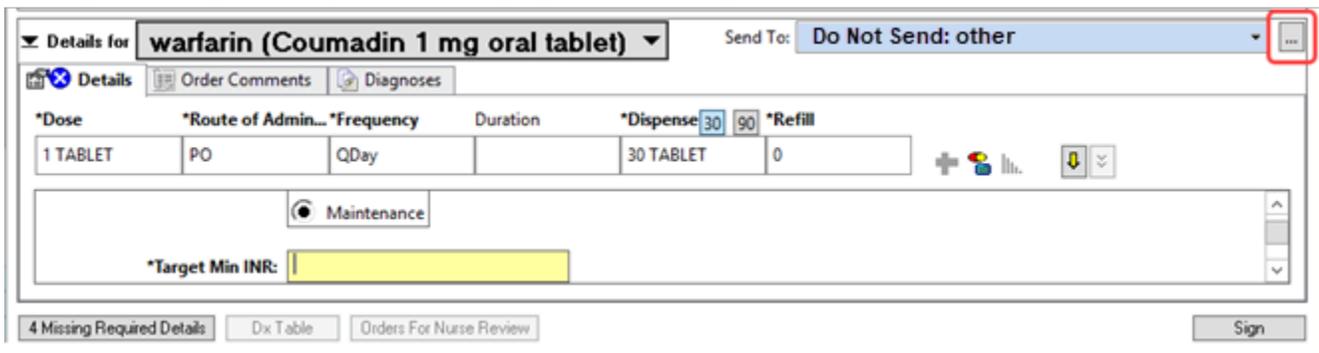

Add the Patient Pharmacy During the Prescription Ordering Process

1. Within the Orders activity, click on the dropdown in the **Send To:** field to view a list of the patient's preferred pharmacies.
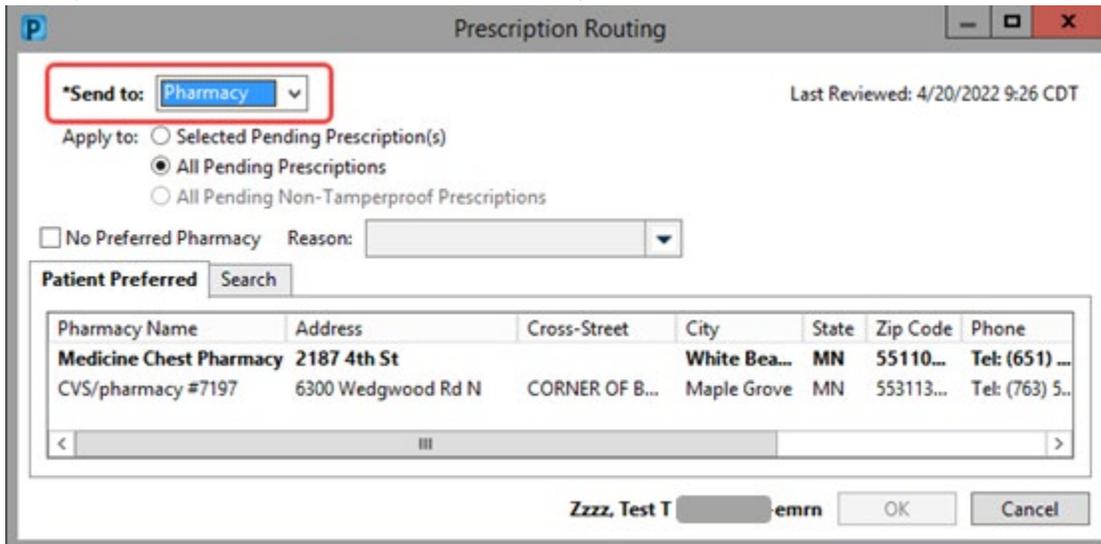

2. If the preferred pharmacy does not display, click the ellipsis.

Informatics Education Updated July 2024
Questions or need assistance? Call Children's IT Service Desk 24/7 at 952-992-5000 or 4-5000 internally

3. Verify the **Send to:** field is set to **Pharmacy**.

4. Repeat the steps to search for a pharmacy.

5. If the prescription will not route electronically to the preferred pharmacy, click the ellipsis and select the appropriate printer to print the prescription.
   Note: Select local printers, not PDF printers.

Informatics Education Updated July 2024

Questions or need assistance? Call Children's IT Service Desk 24/7 at 952-992-5000 or 4-5000 internally