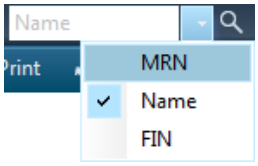
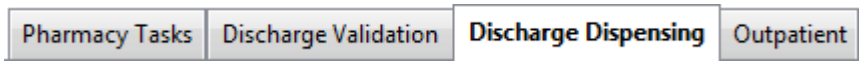
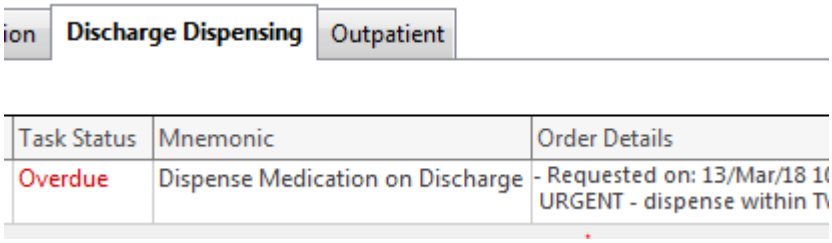
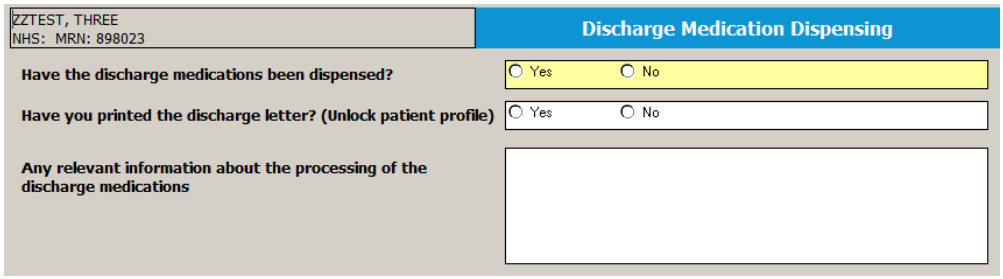
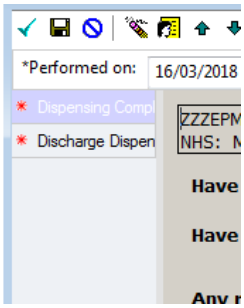
QRG – Pharmacy Discharge Dispensing		
No.	Action	Responsibility
1.	Label and dispense the medication with JAC as per procedure. From the landing page of Powerchart, search for the patient using the format "surname, first name" using the box in the top-right of the screen.  The search option can be changed to MRN if you prefer.	Pharmacy Staff
2.	Once in the patient's record, navigate to the "Task List" on the left hand side 	Pharmacy Staff
3.	Go to the "Discharge Dispensing" tab 	Pharmacy Staff
4.	Double click on the task to open the "Discharge Medication Dispensing" form 	Pharmacy Staff
5.	Fill in the details as appropriate  Add information about any delays or reasons for not completing a prescription in the box. This is used for communication between Pharmacy staff.	Pharmacy Staff

6.	Click to review the "Discharge Dispensing Request" form which is attached. This will display any other information that the Pharmacist/MMT/MMA has written. 	Pharmacy Staff
7.	If the process has been completed, sign the form. Ensure the "yes" option is selected for "unlock patient profile". If something is still outstanding on the TTO, save the form. The task will remain on the list until it has been completed and signed. Do not unlock the patient profile until the dispensing has been completed.	Pharmacy Staff
8.	Click on Depart in the top links on the screen.	Pharmacy Staff
9.	Select the "Pharmacy Discharge Printout" from the "templates" menu Templates: Pharmacy Discharge Printout	Pharmacy Staff
10.	Click on Print The document will print to the default printer that is set up on the terminal you are using. Place the second dispensing copy in the tray with the medications for checking.	Pharmacy Staff
11.	Click on Close to exit the depart template	Pharmacy Staff
12.	Click on by the patient's name in the top-left of the screen to close the record and go back to the screen you started from.	Pharmacy Staff