



QRG – Pharmacy Discharge Dispensing			
No.	Action	Responsibility	
1.	Label and dispense the medication with JAC as per procedure.	Pharmacy Staff	
	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.		
	Name Wint MRN Name FIN The search option can be changed to MRN if you prefer.		
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	
	Pharmacy Tasks Discharge Validation Discharge Dispensing Outpatient		
4.	Double click on the task to open the "Discharge Medication Dispensing" form Outpatient	Pharmacy Staff	
	Task Status Mnemonic Order Details		
	Overdue Dispense Medication on Discharge - Requested on: 13/Mar/18 10 URGENT - dispense within TV		
5.	Fill in the details as appropriate	Pharmacy Staff	
	ZZTEST, THREE NHS: MRN: 898023 Discharge Medication Dispensing		
	Have the discharge medications been dispensed?		
	Have you printed the discharge letter? (Unlock patient profile)		
	Any relevant information about the processing of the discharge medications		
	Add information about any delays or reasons for not completing a prescription in the box. This is used for communication between 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
	*Performed on: 16/03/2018	
	Dispensing Complex ZZZEPN Discharge Dispen NHS: N	
	Have	
	Have	
	Anv r	
7.	If the process has been completed, sign the form. Ensure the "yes" option is selected for "unlock patient profile".	Pharmacy Staff
	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.	
8.	Click on Depart in the ten links on the coroon	Pharmacy Staff
	Click on the top links on the screen.	
		D. 0. "
9.	Select the "Pharmacy Discharge Printout" from the "templates" menu	Pharmacy Staff
	Templates: Pharmacy Discharge Printout ▼	
10.	Click on Print	Pharmacy Staff
	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.	
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	Pharmacy Staff
	go back to the screen you started from.	_