# Quick Reference Guide
For
Electronic Medication Request

- The Medication Request MPage is replacing the paper Pharmacy Action form that is presently faxed to Pharmacy when medications are needed.
- The paper Pharmacy Action form will still be used for wardstock medications. This form will still be faxed to Pharmacy.

Nursing Workflow via eMAR

- The nurse will complete the med request action by right clicking on the order within the MAR and selecting the Med Request… option
- The Med Request window will then show with 3 fields to be completed by the requestor.
  - Reason
  - Priority
  - Comments (to be completed as appropriate)
- Face-up in this view is the Last dispense time and Last request status
- Within this window, you can also view the med request history for that order.
- Once the reason and priority fields are completed, the user can submit the medication request.
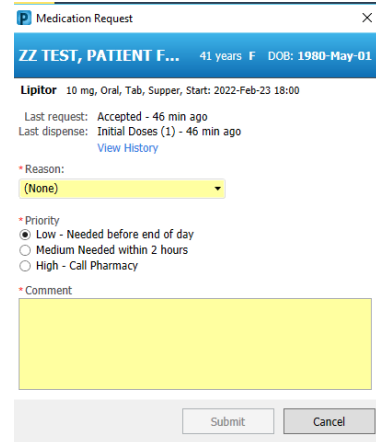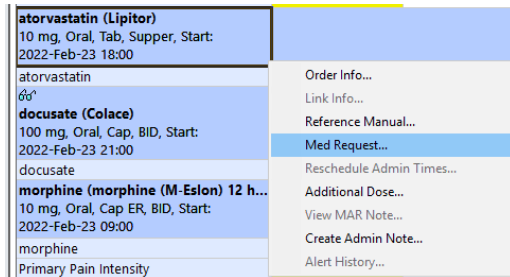
If requesting more than 2 medications, it is more efficient to use the Medication Request MPage

**Nursing Workflow via Med Request MPage tab**

- **This page DOES NOT auto-refresh at any point!.**
- The Med Request MPage link can be found on the Menu at the bottom of the list
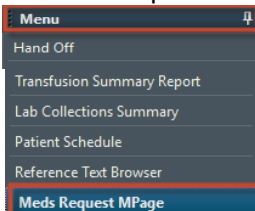
 and via the Chart drop down on the top address bar
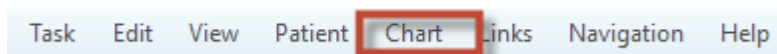
- The Med Request MPage is sectioned off similarly to the eMAR (Scheduled, Unscheduled, PRN, Continuous).
- If you hover over an order, you can see more details
- If an order has not been verified, it will display in a darker gray with the verification icon
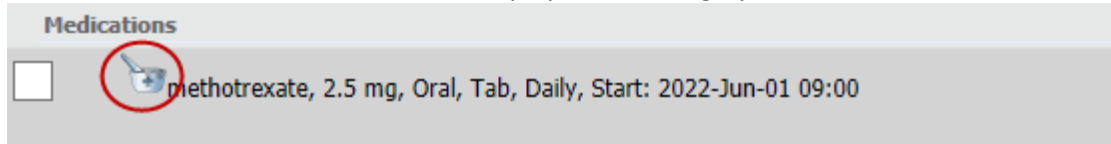
- View History shows the **Med Request History** for that order including status of request, who dispensed the med, request reason, priority and time of request.
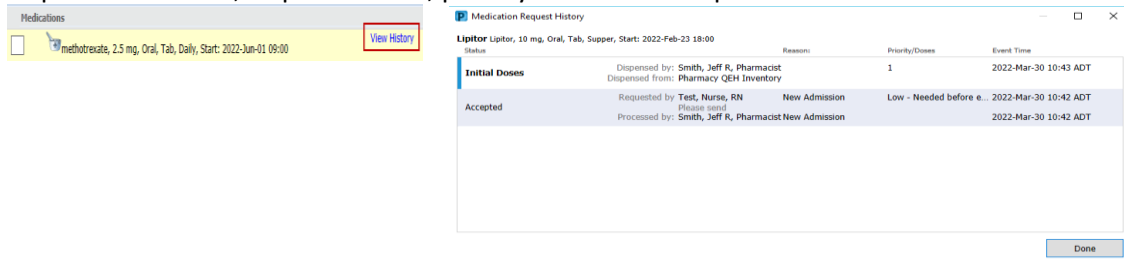
- To complete a Med Request in the MPage, selected the order by checking off the box to the left.
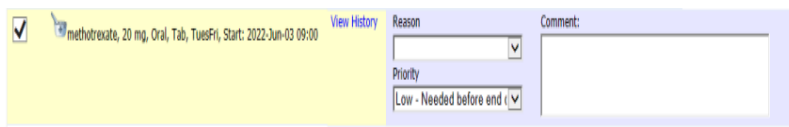
After the order is selected you can choose a reason, priority, and leave a comment

- Multiselecting the meds with a check mark enables you to make multiple refill requests.

- "Apply to Selected" with a Reason and Priority drop down enables you to choose a reason and priority to apply to all selected orders, complete and click apply.
- Add comments manually as appropriate

- Clear will reset selected reasons and priority options.
- To compete click Submit [Submit] at the bottom right of the page.