UK Pharmacy Student Guide: WORx pharmacy computer system

I. How to obtain a WORx pharmacy order entry system password
   A. Print WORx logon request form from Suggested Links (Pharmacy Student Links) on the UK Pharmacy Services website.
   B. Preceptor signature is required.
   C. Turn form into Srikant Rajan (office located in central pharmacy next to the conference room) for password activation.
   D. The password is good for the duration of your one month rotation. You must fill out a new form for each rotation to ensure access to the WORx system.

II. How to log in to WORx
    A. Open the WORx icon (double click) on the desktop
    B. Using LOWER CASE letters, type in your login name and password; press enter.
III. How to review a patient’s medication profile
   A. Once you are logged on, click the profile square or use the drop down box under “File” and choose “Profile”. You may be able to skip this step if the Patient Finder box immediately appears when you log on.

   B. Using **CAPITAL** letters, type in the patient’s last name, then first name separated by a comma. Press enter. You can also type a few letters of the last name, first name and the computer will search for the patient.
C. You can also search for the patient using the medical record number. You must click on Med Rec instead of Name. Remember to type a zero in front of the 8 digit medical record number.
D. Orders with a “D” in the 5th column from the left on the profile screen have been discontinued.
E. Double-clicking on an individual order line will allow you to note if any special instructions have been entered (in addition to hard-coded instructions) by the pharmacist into the instruction field. The nurse will see these instructions on the medication administration record (MAR).
F. Clicking on the Detail box below the instructions field will allow you to view when the order was entered and discontinued. The example order below was entered by the pharmacist with the initials ktp236 at 11:41 2/3/05 and discontinued 11:46 2/3/05.
G. If you need to search the profile for a specific medication, you can use the Find function. Click the Find button on the left side of the profile, type in the medication name and any orders (both active and discontinued) for that medication during this visit will be listed. You can then double click on the individual orders for further detail.
IV. How to print a medication profile
A. Once you have accessed the patient’s medication profile, click the “Commands” tab, choose profile (not MAR), set the printer location and click RUN.
B. Note that the printed profile lists medications that were discontinued within the last 24 hours as well as pharmacy interventions documented within the last 24 hours.
V. How to update the patient’s height and weight
   A. The patient’s height and weight will appear at the top of the profile. If they are blank, please update them.
   B. Click on the “Patient” tab. Type in the weight as either kg or # (pounds), leaving no space between the number and the units (e.g., 110kg or 242#). Height can be recorded using feet and inches (e.g., 5’2”) or centimeters (e.g., 157cm). The computer will subsequently calculate and display the weight in kilograms and the BSA in meters squared.

VI. How to update the patient’s allergies
   A. Drag the cursor to the top left side of the patient’s profile to the right of the Allergies section. Double click directly to the right of “Allergies”. Choose “Add,” then type the allergy (using CAPITAL letters) into the description field. If you know the reaction, please type it into the reaction field. Choose “Save” and “Close.”
VII. How to document clinical interventions

A. Clinical intervention categories:

i. **Medication History**
   1. Communication with a patient, caregiver, community pharmacy, physician/clinic to acquire information related to the patient’s outpatient medication regimen and/or investigation of previous adverse drug reactions or medication allergies
   2. Medical chart documentation is required
   3. Medication history documentation form available on the pharmacy website that can be placed in progress notes section of patient chart
      a. Pharmacist medication history form can be printed from the password-protected UK Pharmacy Services “References” site under “Forms”
      b. The form should be hold-punched and placed into the progress notes section of the patient chart.

ii. **Discharge Counseling**
   1. Communication with a patient or caregiver regarding the patient’s medication regimen upon discharge from the hospital
   2. Coordination of the discharge medication regimen
   3. Medical chart documentation is required.
   4. Interdisciplinary education form documentation is required. Your preceptor can explain this process to you.

iii. **Patient Education**
   1. Patient education provided to the patient related to the inpatient medication regimen
   2. Medical chart documentation is required.
   3. Interdisciplinary education form documentation is required.

iv. **Therapeutic Drug Monitoring**
   1. Any services provided related to monitoring of medications included in the UKCMC Pharmacy Services Clinical Pharmacokinetics and Anticoagulation Guidelines (“Blue Book”)
   2. Medical chart documentation is required.

v. **Pharmacotherapy**
   1. Communication with the healthcare team related to a patient’s pharmacotherapy for medications not included in therapeutic drug monitoring
   2. Nutrition consultations
   3. Dosing recommendations
   4. IV to PO conversions
   5. Formulary issues
   6. Renal dosing adjustments
   7. Drug interactions
   8. Medical chart documentation is required.

vi. **Pharmacy Communication**
   1. Information to be communicated to other pharmacy services personnel that is not documented in the patient’s medical record
   2. Medical chart documentation is **NOT** required.
B. How to document clinical interventions in the WORx system
   1. Once the patient’s profile is on the screen
      a. Click the “Add” button on the left side of the profile screen.
      b. Type “PHARM” in the Code field (CAPITAL LETTERS) located at the top of the screen. Press enter or “Next”.
      c. Click the clinical intervention description that best describes what you want to document.
      d. Click “OK”.
      e. In the Dose box, press F8, choose CONSULT and type “1” to depict 1CONSULT.
      f. In the frequency box, type (CAPITAL LETTERS) “STAT”
      g. In the instructions box, type the details of your intervention/note (this helps the next person who is viewing that profile to know that you already completed a medication history or pharmacokinetic note on the particular patient).
h. Click the send button so that the number changes to a question mark. Click on Next. You are then able to use the drop down box to send the intervention to “FILE” instead of to a printer. Do not change the “1”. This allows your intervention to be recorded. Click OK.

i. You will need to have a licensed pharmacist or pharmacy resident cosign your note or medication history form prior to placing it in the chart. The pharmacist will also need to verify the documentation that you entered into WORx. It will not be active until the pharmacist has verified it.

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