

# The Capsule October Newsletter

## - Optimizing MatrixCare Capabilities -



MatrixCare E charting has several capabilities that can make documentation, and medication administration/ordering much easier when properly utilized.

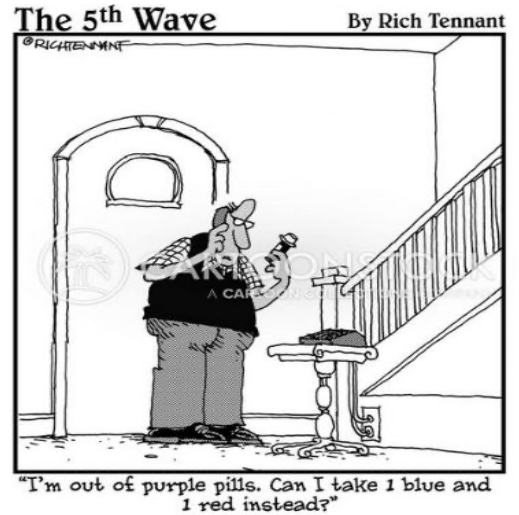
## ORDERING REFILLS

- The pharmacy is open on weekends - we send new medication orders routinely, but we will only send refills on weekends if nursing mark faxed requests as “out” or “send today”
- **\*\*Always use “resupply” button for refills\*\***
- If “resupply” button does not work, then notify unit manager or DON so that the order can be relinked.
- If you send multiple resupply requests and do not get medication, please CALL Pharmacy. Something went wrong (on order, refill to soon, etc.).
- **If you do pull a sticker and fax for reordering, try not to fax sticker until last row on card or <5 day supply remaining**
- **Work the “Pharmacy Fill Review Report” on at least a weekly basis to make sure that the label on the product dispensed from pharmacy matches the MAR.**
- **Do NOT “cut and paste” for readmissions**
- Customer service reps will call on medications needing prior authorization or cost >\$750 and will need authorization before we can send.

## SCANNING

Scanning documents in a timely manner is essential for compliance and effective documentation.

- Always implement any orders generated by provider response to labs and/or consultant pharmacist recommendations
- **Scan Labs into Lab tab in MatrixCare once signed by provider**
- Scan signed and fulfilled consultant pharmacist recommendation to provider within 30 days of report receipt
- Complete Consultant Pharmacist Recommendations to Nursing but **DO NOT** scan into MatrixCare as they are for quality assurance purposes only.



\*\* all images are owned by cartoon stock