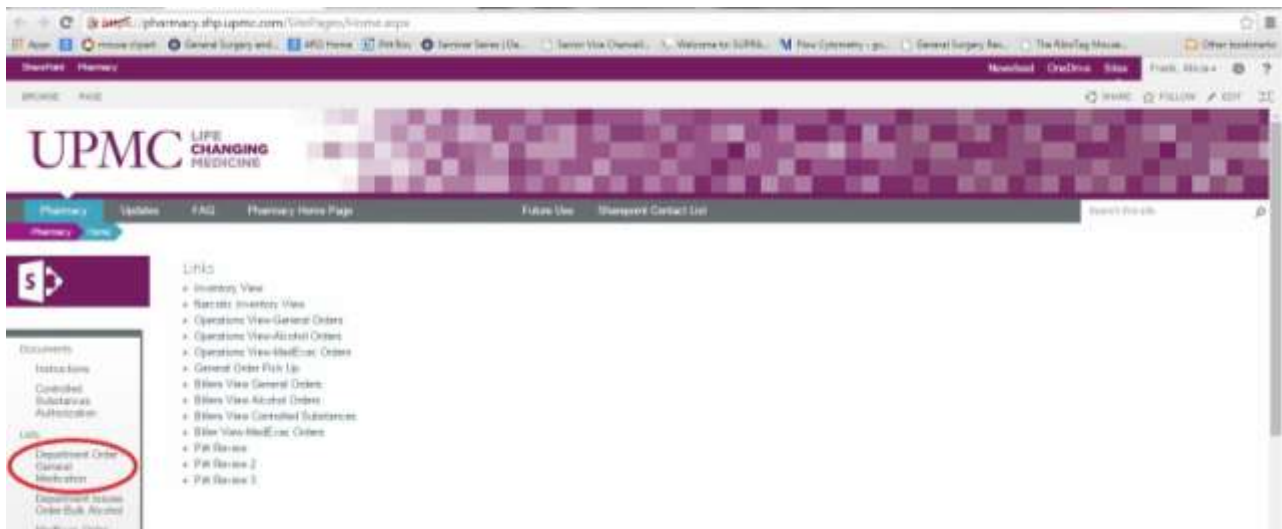# Pharmacy Orders

General Surgery Lab SOP

Created on: 7-24-2013; Updated on: 3-16-15

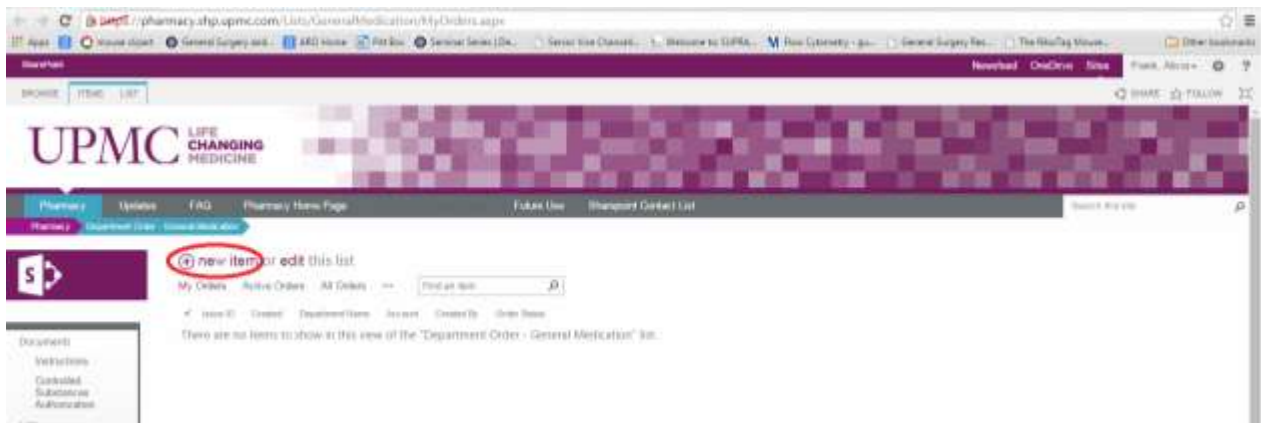1. Obtain access to Pharmacy Sharepoint site
   a. Contact Jason Moran (moranje@upmc.edu)
   b. Activate account following instructions in email from Sharepoint server
2. To place an order
   a. Open the Sharepoint website: https://pharmacy.shp.upmc.com
   b. Log in using your account information
   c. Open Department Issues Order Form – General Medications link in left sidebar

   i. or go directly to
      https://pharmacy.shp.upmc.com/Lists/GeneralMedication/MyOrders.aspx
   d. Click 'New'

e. Fill in form with all required fields, locate item(s) needed in drop down and enter quantity.

   i. For Account, use: AR UOP Drugs (Research Labs) B01822

f. Click Save

3. To receive an order

   a. Verify order is ready for pick up on Sharepoint website

   b. Pick up items at A105 in Presby's basement

      i. Call ahead to make sure there will be someone there to dispense to you

         1. Department Issues 7-3352

         2. Main Pharmacy 7-1035

If you have any questions, ask Aaron Walters or Alicia Frank for assistance.