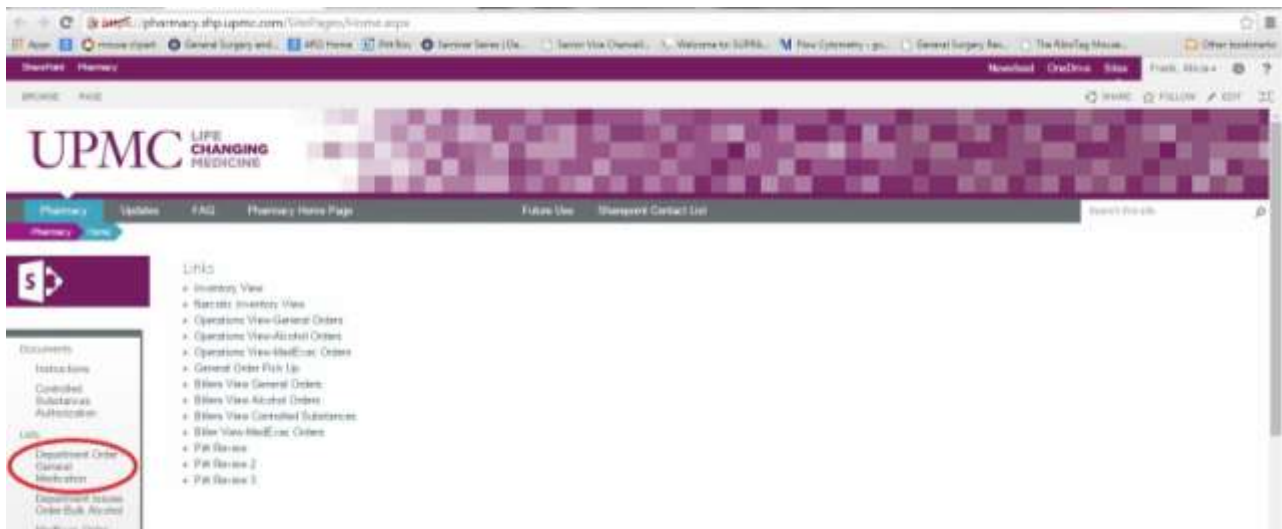


# Pharmacy Orders

## General Surgery Lab SOP

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

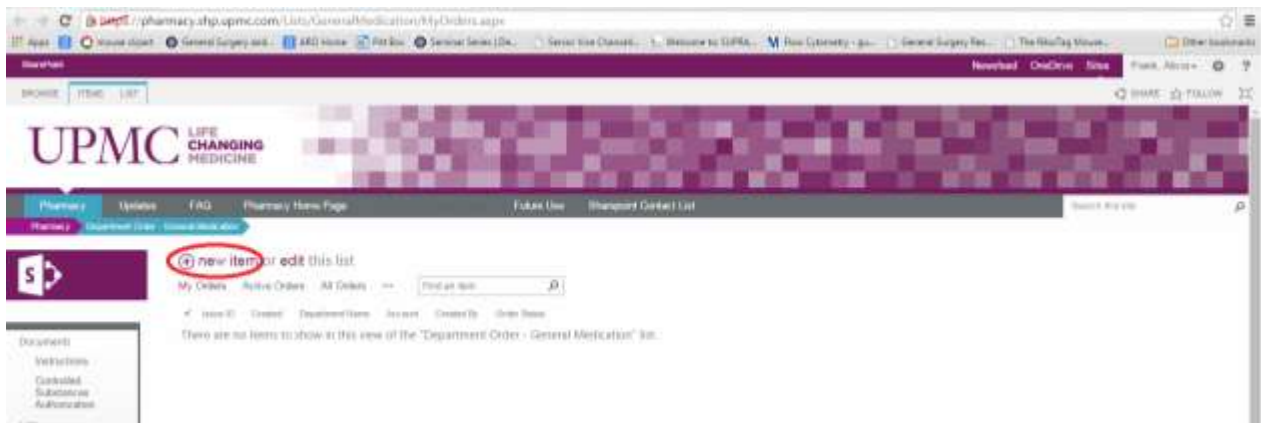
1. Obtain access to Pharmacy Sharepoint site
  - a. Contact Jason Moran ([moranj@upmc.edu](mailto:moranj@upmc.edu))
  - b. Activate account following instructions in email from Sharepoint server
2. To place an order
  - a. Open the Sharepoint website: <https://pharmacy.shp.upmc.com>
  - b. Log in using 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'



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- 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

The screenshot shows the UPMC Pharmacy Department Order form. The form is titled "Department Order - General Medication" and includes a navigation menu on the left with categories like Documents, Lists, Discussions, Sites, Profile and Groups, Recent, and Account. The main form area contains the following fields:

- Department Name \* (text input)
- Ordering Entity (radio buttons for UPMC, University of Pittsburgh, Other)
- Account (dropdown menu)
- Grant/Account Number (text input)
- Contact Number \* (text input)
- Department Address (text input)
- Product Selection Item 1 (dropdown menu)
- Qty Item 1 (text input)
- Product Selection Item 2 (dropdown menu)
- Qty Item 2 (text input)
- Product Selection Item 3 (dropdown menu)
- Qty Item 3 (text input)
- Product Selection Item 4 (dropdown menu)
- Qty Item 4 (text input)
- Product Selection Item 5 (dropdown menu)
- Qty Item 5 (text input)
- Non-Catalog Product (text input)
- Non-Catalog NDC Number (text input)
- Non-Catalog Qty (text input)
- Comments (text area)
- Order Status (dropdown menu)

Red arrows point from the left navigation menu to the following fields: Department Name, Ordering Entity, Account, Grant/Account Number, Contact Number, Department Address, Product Selection Item 1, Qty Item 1, Product Selection Item 2, Qty Item 2, Product Selection Item 3, Qty Item 3, Product Selection Item 4, Qty Item 4, Product Selection Item 5, Qty Item 5, and Comments. The "Save" button is circled in red.

- 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.\*\***