

How to Place Packet Order with Patient ID

Web Portal Place Packet Order ‘Enter Patient ID’ – Only if your Programs creates Packet Orders

Step #	Execution Procedure or Input	Expected Result or Output
1	Hover over the Place Order tab and select Packet Order then click on the Add button. See Packet Order screen at end of practice	System should allow you to go to the Place Order screen. System should automatically create an order number and populate the screen
2	Enter the patient ID in the Patient ID field. Enter the same number into the Confirm Patient ID field.	System should display Patient ID. This test is for patients with an existing patient ID from PICS
3	Enter the number of packets desired.	System should allow you to enter number of packets.
4	Use the dropdown on the Item Id – Description column to select each item for the packets	Dropdown function should allow you to select items.
5	Enter the number of pills for each medication in a packet.	System should allow you to enter the number of pills.
6	View total number of pills and packets.	System should total the number of pills per packet and total number of pills.
7	Enter any special instructions.	System should allow you to enter special instructions (600 character limit)
8	Scroll to bottom of screen. Check the two boxes. Enter your name or initials in the text box Name of Person Approving Order .	System should allow you to check the two boxes, there are 3 boxes to check.
9	Click Save button.	System should allow you to click the button, then refresh and present the order confirmation screen.
10	Review the confirmation screen.	The Confirmation screen should contain the ‘thank you for ordering message’. The page will display the Item Description, Item ID, the number of pills per pack, total pills, and comments.
11	Hover over the Order tab , select Packet Order then select Filter then GO	System should open a subsequent screen showing all previous order numbers submitted by this provider including Order, Patient ID, Date, Site and Site Name. See order history screen at the end of the test.
12	Enter order #, patient ID, or double click the item to display packet order history.	System should populate the screen with Order #, Status, Patient ID, Site Number, Site Name, Order date, Number of packets, and Submitter Name. Order contents should NOT be editable until Pharmacy starts to process it.

Step #	Execution Procedure or Input	Expected Result or Output
13	Compare the contents of the printed order confirmation with the contents under the Detail History tab.	Printed order should match.

Generate patient ID

1	Do Step 1 from Test above	This practice will allow user to place a packed order generating a new Patient ID from the system
2	Check generate Patient ID.	System should generate a new Patient ID that begins with '2'
3	Verify that the confirm Patient ID is automatically populated.	System Patient ID and confirm ID should not be editable.
4	Do steps 3 – 13 from 'Enter Patient ID' above	

No Patient ID

1	Do Step 1 from Test above	This practice will allow user to place a packed order generating a new Patient ID from the system
2	Leave patient ID field blank and do not check the 'generate patient ID' box.	System allows you to proceed with order without a patient ID.
3	Do steps 3 – 13 from 'Enter Patient ID' above	

Packet Order Screen

Program: Tuberculosis Elimination Program - Customer: Community Health Center of Lubbock

▸ Welcome ▸ Provider Information ▸ Receiving ▸ Doses ▸ Inventory ▸ Place Order ▸ Reports ▸ Help

Click on the Add button to create a new packet order.
Click on the Filter button to search for a packet order.

Filter **Add**

Order Number 163340-00 **Order Status** Hold
Order Date 03/07/2013
Customer 01-303080001 **Sold To** 01-303080001
Name Community Health Center of Lubbock **Name** Community Health Center of Lubbock
Address 1318 Broadway **Address** 1318 Broadway
City/State/Zip Lubbock, TX 79401 **City/State/Zip** Lubbock, TX 79401
County **County**
Contact Christy Lee **Contact** Christy Lee
Email **Email**
Phone 8067652611 **Phone** 8067652611
Order Class Work Orders **Carrier** Lone Star Overnight
Order Type Regular **Service**
Pool TB

Generate Patient ID 200063 **Confirm Patient ID**
Number of Packets 52

PACKET ORDER DETAIL

Item ID - Description	Pills Per Packet	Total no. of pills
65862053820TB - LEVOFLOXACIN TAB 750MG 20	4	208
00143126110TB - ISONIAZID TAB 300MG 1000	1	52
00536440801TB - PYRIDOXINE TAB 50MG 100	1	52
00088210003TB - RIFAPENTINE-PRIFTIN TAB 150/32	5	260
	11	572

Comment
how now brown cow how now brown cow how now brown cow how now brown cow
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TRACKING ID(S)
Tracking ID

Confirmation Screen

Program: Tuberculosis Elimination Program - Customer: Cameron County HD Hwy 83 - LHD

- Welcome
- Provider Information
- Receiving
- Doses
- Inventory
- Place Order
- Reports
- Help

Thank you for ordering.

Please Note: Once your packet order has been submitted, it cannot be changed. Please Call Pharmacy 512-776-7500 for any packet order changes.

Ship Name 11-061010000 Cameron County HD Hwy 83 - LHD 3/15/2013

Thank you for placing your order. Order # 163413-00 has been submitted for approval.
Please use the print button on the bottom of this page to print a copy for your records.

Patient ID 200072

Number of Packets 7

Item Description	Item ID	Pills Per Packet	Total Pills
LINEZOLID - ZYVOX TAB 600MG 20	00009513502TB	1.00	7.00
LEVOFLOXACIN TAB 750MG 20	50458093020TB	3.00	21.00
ETHAMBUTOL TAB 400MG 1000	61748001410TB	2.00	14.00

Comment

here is a packet order for you to place when ever you would like to.

Submitted By sec

Print

Packet Order History Screen after Filter and Go commands

Click on the Add button to create a new packet order.
Click on the Filter button to search for a packet order.

Filter **Add**

SEARCH

Patient ID Order **Go**

◀◀ 1 of 1 ▶▶ 7 Items 10 /Page **Go**

Order	Patient ID	Date	Site	Site Name
163232-00	211138	2/27/2013	01-303080001	Community Health Center of Lubbock
163236-00	200040	3/1/2013	01-303080001	Community Health Center of Lubbock
163262-00	200050	3/5/2013	01-303080001	Community Health Center of Lubbock
163284-00	200056	3/6/2013	01-303080001	Community Health Center of Lubbock
163340-00	200063	3/7/2013	01-303080001	Community Health Center of Lubbock
163341-00	1234	3/7/2013	01-303080001	Community Health Center of Lubbock
163354-00		3/8/2013	01-303080001	Community Health Center of Lubbock

Select

Order Detail after Order Select

Program: Tuberculosis Elimination Program - Customer: Community Health Center of Lubbock

- [Welcome](#)
- [Provider Information](#)
- [Receiving](#)
- [Doses](#)
- [Inventory](#)
- [Place Order](#)
- [Reports](#)
- [Help](#)

Click on the Add button to create a new packet order.
Click on the Filter button to search for a packet order.

[Filter](#) [Add](#)

<p>Order Number 163340-00</p> <p>Order Date 03/07/2013</p> <p>Customer 01-303080001 Name Community Health Center of Lubbock</p> <p>Address 1318 Broadway City/State/Zip Lubbock, TX 79401</p> <p>County Contact Christy Lee Email Phone 8067652611</p> <p>Order Class Work Orders Order Type Regular</p>	<p>Order Status Hold</p> <p>Sold To 01-303080001 Name Community Health Center of Lubbock</p> <p>Address 1318 Broadway City/State/Zip Lubbock, TX 79401</p> <p>County Contact Christy Lee Email Phone 8067652611</p> <p>Carrier Lone Star Overnight Service Pool TB</p>
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Generate Patient ID

Number of Packets

PACKET ORDER DETAIL		
Item ID - Description	Pills Per Packet	Total no. of pills
<input type="checkbox"/> 65862053820TB - LEVOFLOXACIN TAB 750MG 20	<input type="text" value="4"/>	208
<input type="checkbox"/> 00143126110TB - ISONIAZID TAB 300MG 1000	<input type="text" value="1"/>	52
<input type="checkbox"/> 00536440801TB - PYRIDOXINE TAB 50MG 100	<input type="text" value="1"/>	52
<input type="checkbox"/> 00088210003TB - RIFAPENTINE-PRIFTIN TAB 150/32	<input type="text" value="5"/>	260
	11	572

Comment

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TRACKING ID(S)

Tracking ID