

For: CARRELL, CASSIE L.

From: CASSIE L. CARRELL

Wed Feb 8, 2012 1:37 pm

Taken by: CASSIE L. CARRELL (8380)

Subject: Adding a new NDC# drug entry in Packager

- Login to JV Server
- Select "Medicine Search" icon
- Search drug by commercial name or generic name
- Enter drug name in first field
- Select drug with correct mnemonic and strength
  - Be careful to NOT select mnemonic with "sg" at the end or mnemonic of an IV med
  
- Make sure there is NOT a number in the canister field - this information CANNOT be changed for a canister
- Under "Medicine Barcode" remove previous information
- Scan barcode of the drug that needs to be added
- Change the expiration date and lot#
- Change manufacturer name if different
- Delete the 0 from the instruction line
- Under "Medicine ID" enter drug NDC# using the 5-4-2 format (you may need to add a 0 at the beginning of either the 5-4-2 eg. 1234-5678-90 needs to be entered as 01234-5678-90)
- Click "Save"
- Exit JV Server
  
- Login to Interface Manager
- Select Tools
- Select "Refresh Formulary"
- Logout of Interface Manager and the new NDC# and drug information will be updated

Thanks

Cassie

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SENT TO: #PHARMACISTS, CASSIE L. CARRELL