





Broken quick orders outpatient - reports:												
I.    Fix broken dose quick orders												
II.   Fix broken route quick orders												
III.  Fix broken schedule quick orders												
Broken quick orders Inpatient - reports:												
I.    Fix broken dose quick orders												
II.   Fix broken route quick orders												
III.  Fix broken schedule quick orders												
Immunization:												
1.  expire lot numbers												

Yearly items:

- Manually check all quick orders \_\_\_\_\_
- Review CRS taxonomies \_\_\_\_\_

**SHOULD BE DONE YEARLY** – see your IT department or CAC if you can't run the fileman reports. (Reports available at <ftp://ftp.ihs.gov/pubs/RPMS-Training/PharmacyInformatics2015/> )

- Drug File Optimization – Long name \_\_\_\_\_
- Drug File Optimization – Unit Fields and Erx \_\_\_\_\_
- Drug File Optimization – NDF \_\_\_\_\_
- Drug File Optimization – Dosages \_\_\_\_\_
- Drug File Optimization – Pharmacy OI \_\_\_\_\_
- Drug File Optimization – Dispense Drug OI \_\_\_\_\_
- Drug File Optimization – OI and Dosages \_\_\_\_\_