**Policy Statement**

The Pharmacy Department utilizes the Horizon MedsManager system for daily dispensing, billing, and record keeping. All information entered, stored and retrieved shall be in accordance with the following procedures.

**Purpose of Policy**

To provide standard procedures on the management, storage, protection and use of the Pharmacy information management system.

**Procedure**

The information management system (software) in use is the Horizon MedsManager software system. Software maintenance is provided by Ettain twenty four hours daily. Ettain can be reached by calling 1-833-534-3671.

The software is running on servers (hardware) located in the computer room. Should a problem occur that is related to the hardware, Information Systems should be contacted at 383-2400.

1. **Interfaces**

   Admission, discharge and transfer information is entered into the pharmacy system via an interface with the hospital information system. Should a problem occur within this interface the UTMC Information Systems help desk should be contacted at 383-2400.

   Billing information is sent to the hospital information system daily through an interface. This is an automated process and occurs each night at 2310hrs. Pharmacy orders and automated dispensing cabinets (ADC) charges are uploaded through a real time interface. The informatics pharmacist or pharmacy director should be notified if a problem occurs. Confirmation of this report is reviewed daily by the administrative assistant or other designee. This interface is maintained by Lidos and can be contacted by calling the above number.

2. **Information**

   Electronic and printed patient medication profiles are HIPPA protected. The following persons may access records as is necessary for the execution of their duties within the hospital: Pharmacy Staff, Medical Records Personnel, Medical Staff, Professional Nursing Personnel, Billing Personnel, Law Enforcement or other regulatory agencies, and other persons as deemed appropriate by the Pharmacy Director.
3. Users

All users are assigned a password which is unique and provides access to different levels of the software. The initial password is assigned by the Director of Pharmacy and is considered an electronic signature for work done in the software system. Upon logging into the system for the first time the user will be prompted to create a new password. Each password is a minimum of three alpha or numeric characters, or a combination of both. All activities are documented with the user id of the individual user signed on at the terminal when they occurred.

4. Protection of Data

The software system is backed continually by an automated process. Long term storage occurs in the history database.

5. Down Time Procedure

Should the software or hardware system be off line for an extended period of time it is the decision of the Director of Pharmacy or responsible pharmacist to implement the manual pharmacy procedures. (Guidelines for computer down time)

6. Storage of Records in a History Database

Patient profiles are stored in a history database. Information is stored as patient profiles. Inpatient data is obtainable by signing into this history database at any time.