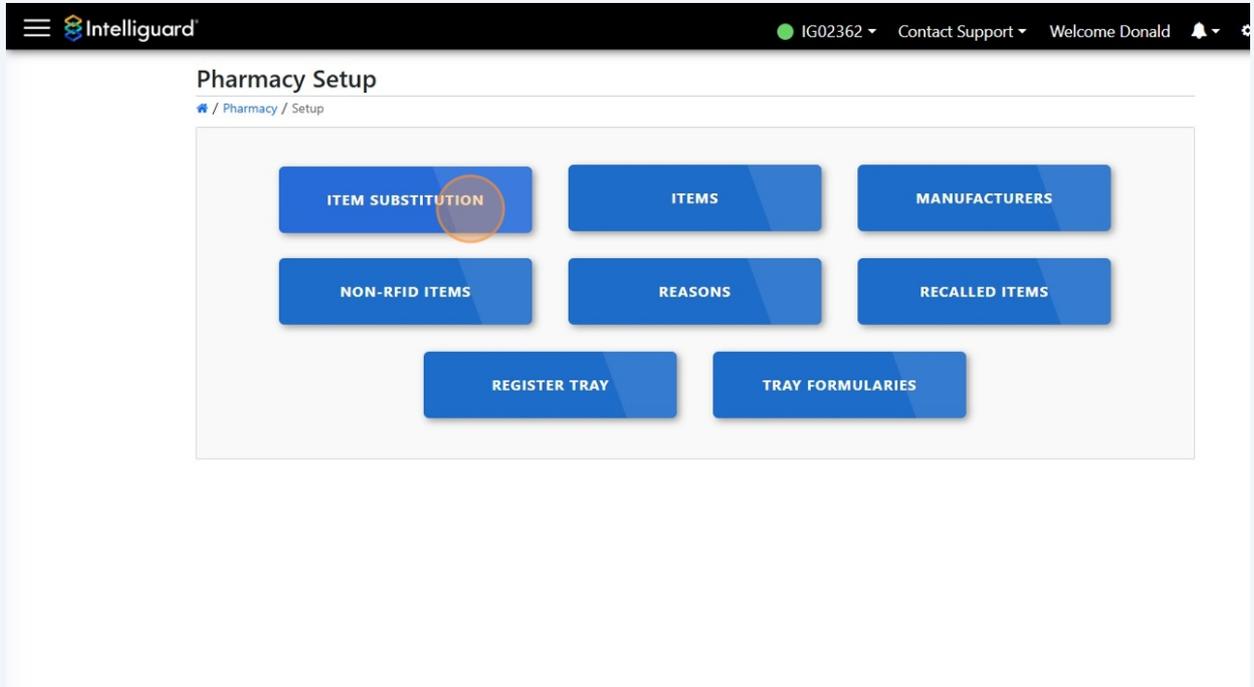
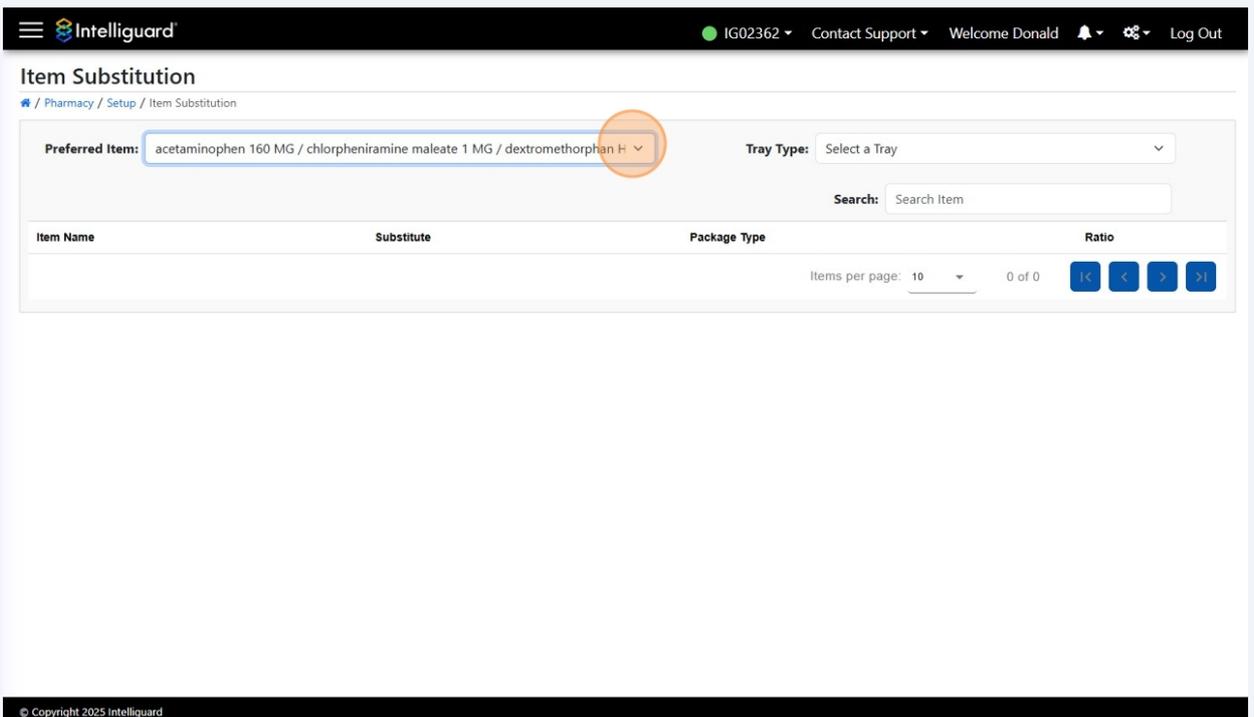


How to Set Up an Item Substitution

- 1 From the Pharmacy page, navigate to Setup then Click "Item Substitution"



- 2 Select the Item you want to make a substitution for.



3 Select the tray type that you want to make the item substitution for.

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titution
Item Substitution

Item: acetaminophen 160 MG / chlorpheniramine maleate 1 MG / dextromethorphan H

Tray Type: AAA Tray

Search: Search Item

Substitute	Package Type	Ratio
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Items per page: 10 0 of 0

4 Click the "Search Item" field to search for the item you want to use as the substitution.

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Item: acetaminophen 160 MG / chlorpheniramine maleate 1 MG / dextromethorphan H

Tray Type: AAA Tray

Search: Search Item

Substitute	Package Type	Ratio
50 MG/ML Prefilled Syringe	<input type="checkbox"/>	
150 MG Extended Release Oral Capsule	<input type="checkbox"/>	
200 MG Extended Release Oral Capsule	<input type="checkbox"/>	
3 in 1 mL Oral Solution	<input type="checkbox"/>	
1G Oral Tablet	<input type="checkbox"/>	
1G / dolutegravir 50 MG / lamivudine 300 MG Oral Tablet	<input type="checkbox"/>	
e 600 MG / lamivudine 300 MG Oral Tablet	<input type="checkbox"/>	
G Oral Tablet	<input type="checkbox"/>	
1 1000MG/30mL	<input type="checkbox"/>	
1 1000MG/60mL	<input type="checkbox"/>	

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PAR levels CANNOT be substituted. Example: FIVE Magnesium 500mg/mL 2mL on a formulary. This item becomes unavailable. Desired substitute is ONE Magnesium 500mg/mL 20mL. The system will be looking for FIVE items, but only ONE item is restocked. Upon each restock, there will be an override required. If this approach is not desired, the formulary can be changed. **It is recommended to track and review item substitutions regularly.**

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Click this checkbox next to the desired item.

The screenshot shows a software interface with a header bar containing the logo 'guard', a user ID 'IG02362', and links for 'Contact Support' and 'Welcome'. A green notification box in the top right corner displays a checkmark and the text 'Substitution updated successfully!'. Below the header is a list of items, each with a checkbox. The fourth item, '160 MG / chlorpheniramine maleate 1 MG / dextromethorphan HBr 5 MG / phenylephrine HCl 2.5 MG in 5 nsion', has its checkbox checked and is circled in orange. To the right of this item, the word 'Solution' and a '1:1' ratio are visible. Other items in the list include '1000MG/60mL', '10mg/mL 100mL Inj', '120mg Suppository', '160 MG Chewable Tablet', '160 MG Oral Powder', '325mg Suppository', '32mg/mL 10.15mL Oral Soln', '32mg/mL 5mL Oral Susp', '3mL 2mL Inj', '25% 100mL Inj', '25% 20mL Inj', and '25% 50mL Inj'.

Item	Checkbox	Details
1000MG/60mL	<input type="checkbox"/>	
10mg/mL 100mL Inj	<input type="checkbox"/>	
120mg Suppository	<input type="checkbox"/>	
160 MG / chlorpheniramine maleate 1 MG / dextromethorphan HBr 5 MG / phenylephrine HCl 2.5 MG in 5 nsion	<input checked="" type="checkbox"/>	Solution 1:1
160 MG Chewable Tablet	<input type="checkbox"/>	
160 MG Oral Powder	<input type="checkbox"/>	
325mg Suppository	<input type="checkbox"/>	
32mg/mL 10.15mL Oral Soln	<input type="checkbox"/>	
32mg/mL 5mL Oral Susp	<input type="checkbox"/>	
3mL 2mL Inj	<input type="checkbox"/>	
25% 100mL Inj	<input type="checkbox"/>	
25% 20mL Inj	<input type="checkbox"/>	
25% 50mL Inj	<input type="checkbox"/>	

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Once the box is checked and the green box populates in the top right corner, the item substitution is saved and you are free to navigate to other pages.

