

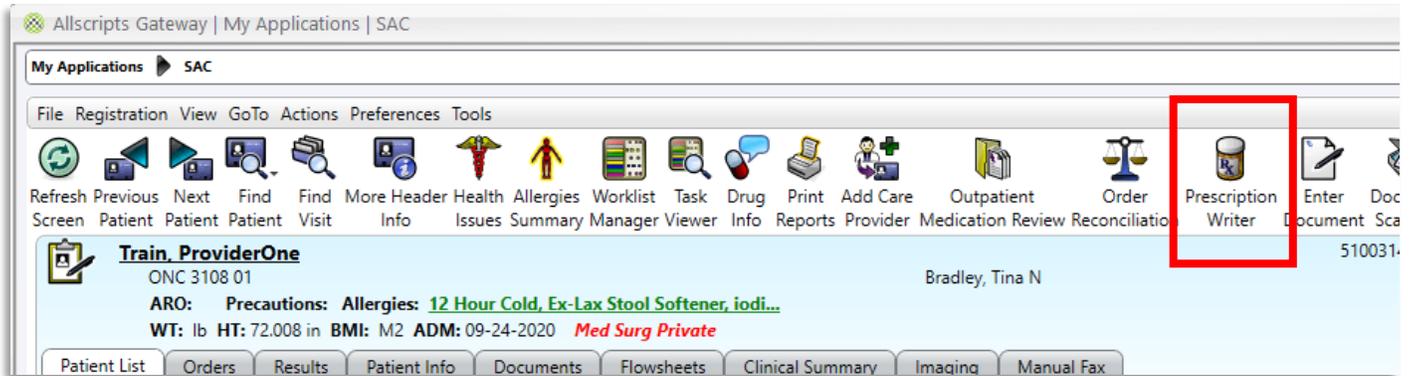
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E Prescribe

Opening Prescription Writer

1. Locate the Prescription Writer (Pill Bottle) Icon in the system toolbar:



2. Click on it to open up Prescription Writer.



3. From this screen, you can do the following:

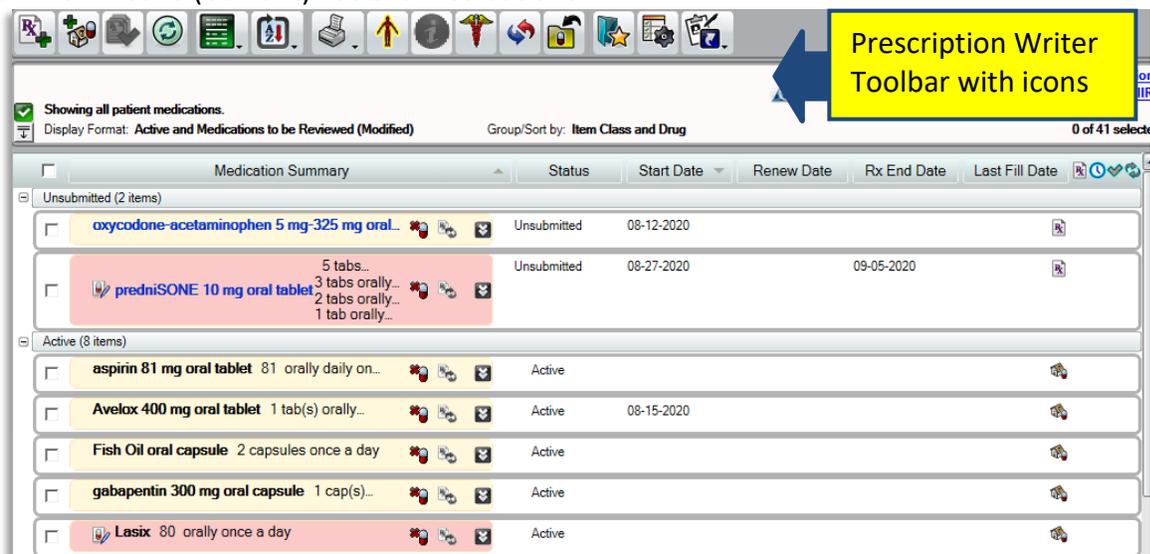
a. Use the icons on the Prescription Writer Toolbar.

 Hover over the icon to view its label.

b. View unsubmitted prescriptions -> this happens when the medications are manually saved/unsubmitted OR there is an ERROR in the prescription that needs to be reviewed and fixed.

c. View Inactive (no longer taking) Patient Medications

d. View Active (Current) Patient Medications



Med Status: [Patient Currently Takes Medications](#)
 Preferred Pharmacy: [CS HappygoluckyalwaysopenservesallRx](#)

Showing all patient medications.
 Display Format: **Active and Medications to be...** Group/Sort by: **Item Class and Drug** 0 of 41 selected

<input type="checkbox"/>	Medication Summary	Status	Start Date	Renew Date	Rx End Date	Last Fill
+ <input type="checkbox"/>	Unsubmitted (2 items)					
+ <input type="checkbox"/>	Active (8 items)					
+ <input type="checkbox"/>	Inactive (31 items)					

Collapsed View

Med Status: [Patient Currently Takes Medication](#)
 Preferred Pharmacy: [CS HappygoluckyalwaysopenservesallRx](#)

Showing all patient medications.
 Display Format: **Active and Medications to be Reviewed (Modified)** Group/Sort by: **Item Class and Drug** 0 of 41 select

<input type="checkbox"/>	Medication Summary	Status	Start Date	Renew Date	Rx End Date	Last Fill Date
<input type="checkbox"/>	Unsubmitted (2 items)					
<input type="checkbox"/>	oxycodone-acetaminophen 5 mg-325 mg oral...	Unsubmitted	08-12-2020			
<input type="checkbox"/>	predniSONE 10 mg oral tablet 5 tabs... 3 tabs orally... 2 tabs orally... 1 tab orally...	Unsubmitted	08-27-2020		09-05-2020	
<input type="checkbox"/>	Active (8 items)					
<input type="checkbox"/>	aspirin 81 mg oral tablet 81 orally daily on...	Active				
<input type="checkbox"/>	Avelox 400 mg oral tablet 1 tab(s) orally...	Active	08-15-2020			
<input type="checkbox"/>	Fish Oil oral capsule 2 capsules once a day	Active				
<input type="checkbox"/>	gabapentin 300 mg oral capsule 1 cap(s)...	Active				
<input type="checkbox"/>	0 orally once a day	Active				

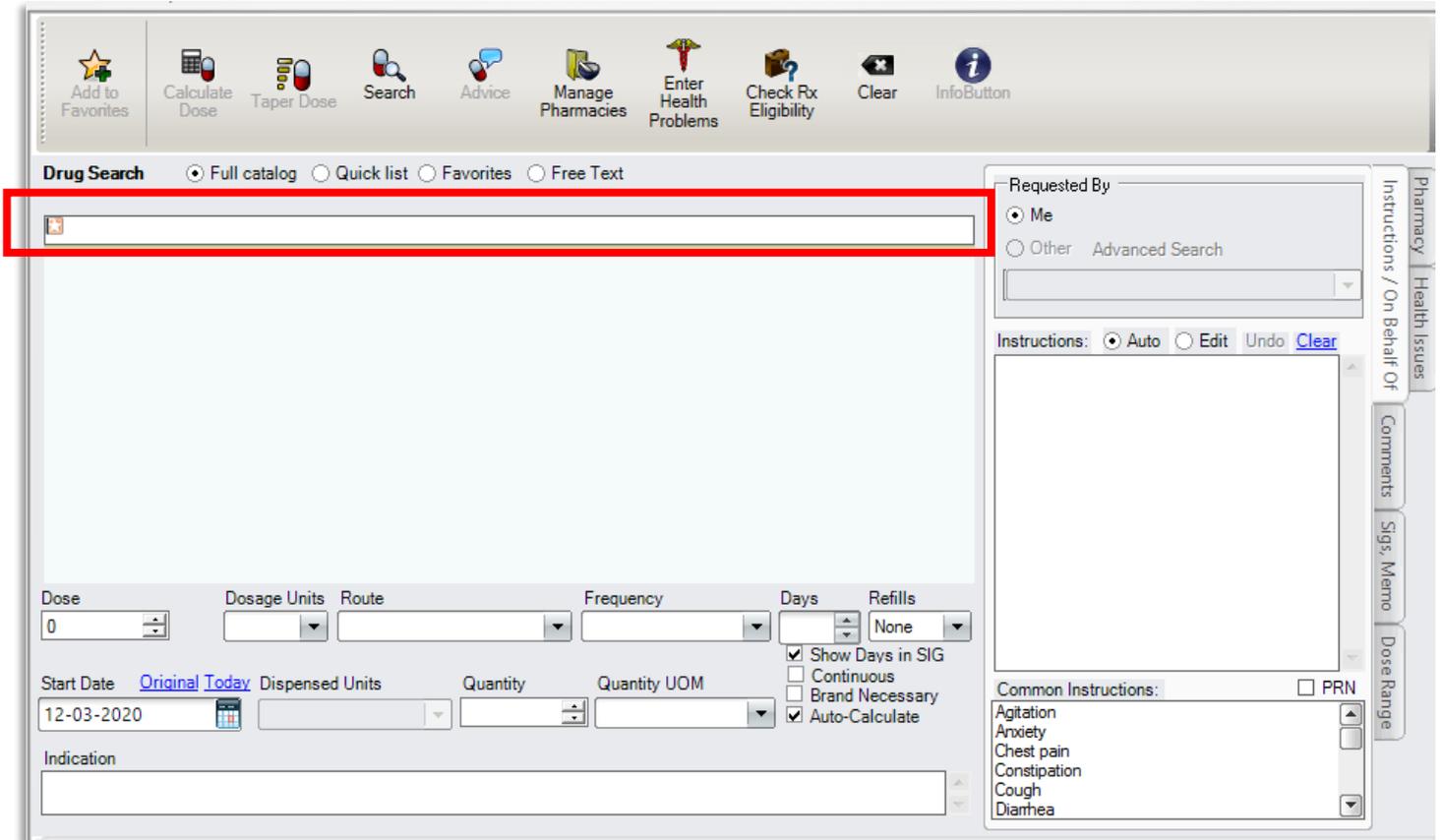
Expanded View

Creating a New Prescription

1. Select the Add New Prescription icon from the Prescription Writer toolbar:



2. Type the medication in the search bar. You can use 4 options to search: full catalog, quick list, favorites, or you can free text the medication.



3. As you type, the system will suggest medication matches. Select the desired medication.

The screenshot shows a medical software interface with a search bar containing 'isosorbide mononitrate'. The search results list 'isosorbide mononitrate' and 'isosorbide mononitrate extended release'. The interface includes a toolbar with icons for 'Add to Favorites', 'Calculate Dose', 'Taper Dose', 'Search', 'Advice', 'Manage Pharmacies', 'Enter Health Problems', 'Check Rx Eligibility', 'Clear', and 'InfoButton'. Below the search bar, there are radio buttons for 'Full catalog', 'Quick list', 'Favorites', and 'Free Text'. The search results are displayed in a list box. To the right, there is a 'Requested By' section with a dropdown menu set to 'Me' and an 'Advanced Search' option. Below that, there is an 'Instructions' section with radio buttons for 'Auto', 'Edit', and 'Undo', and a 'Clear' button. A list of 'Common Instructions' is visible, including 'Agitation', 'Anxiety', 'Chest pain', 'Constipation', 'Cough', and 'Diarrhea'. At the bottom, there are fields for 'Dose', 'Dosage Units', 'Route', 'Frequency', 'Days', and 'Refills', along with a 'Start Date' field set to '12-03-2020' and a 'Quantity' field.

4. Once the desired medication has been selected, the system will create a list of medications and dosages.

The screenshot shows the same medical software interface, but now a list of medication suggestions is displayed. The suggestions are: 'isosorbide mononitrate', 'isosorbide mononitrate 10 mg oral tablet (1 tab(s) orally)', 'isosorbide mononitrate 20 mg oral tablet (1 tab(s) orally)', 'isosorbide mononitrate 10 mg oral tablet (1 tab(s) orally)', 'isosorbide mononitrate 20 mg oral tablet (1 tab(s) orally)', 'isosorbide mononitrate 30 mg oral tablet, extended release (1 tab(s) orally)', 'isosorbide mononitrate 60 mg oral tablet, extended release (1 tab(s) orally)', and 'isosorbide mononitrate 120 mg oral tablet, extended release (1 tab(s) orally)'. The first suggestion, 'isosorbide mononitrate', is highlighted with a red box. The interface also shows the 'Requested By' section set to 'Me', the 'Instructions' section with 'Auto' selected, and the 'Common Instructions' list. The 'Dose' and 'Dosage Units' fields are set to '10' and 'mg' respectively. The 'Start Date' is '12-03-2020' and the 'Quantity' is '1'.

5. Select the desired medication and dosage; fill out the required fields (as denoted by a  or a ).

6. You can **Add to List** if there are several, and when finished, you can select **Review and Submit**

← Button appearance Single Medication

← Button appearance Multiple Medications

Submitting a Prescription for Transmission

Review Prescriptions for Testeigheten, Testing One

Testeigheten, Testing One
25E 2118 01

Unreviewed Allergies

5100431 / 510005804
TEST, DOCTOR

30y (01-01-1990) Female

Patient Info: 1990 Westward GRANTSBURG IN 47123, (555) 555-1212

Medication Summary

Medication	Submit Method	Pharmacy
acetaZOLAMIDE 250 mg oral tablet 1 tab(s) orally 2 times a day x 30 days Quantity: 60 Tablet Refills: None Days Supply: 30 Substitutions Allowed Written Date: 12-09-2020 Prescriber: TestMD, Dennis2(Physician)	eSubmit	CS Happygoluckyalwaysopt
Adderall 5 mg oral tablet 1 tab(s) orally once a day x 30 days Quantity: 30 Tablet Refills: None Days Supply: 30 Substitutions Allowed Written Date: 12-09-2020 Prescriber: TestMD, Dennis2(Physician)	eSubmit	CS Happygoluckyalwaysopt
oxycodone-acetaminophen 5 mg-325 mg oral tablet 1 tab(s) orally every 6 hours x 5 days, As Needed -Pain Quantity: 20 Tablet Refills: None Days Supply: 5 Substitutions Allowed Written Date: 12-09-2020 Prescriber: TestMD, Dennis2(Physician)	eSubmit	CS Happygoluckyalwaysopt

Apply these options to all prescriptions above

Submit Method:
 eSubmit Fax Save Only
 Leave Unsubmitted Print

Pharmacy: CS HappygoluckyalwaysoptensesallRx, 12345 Mountain Road Off St. Patricks Highway Alexandria, VA 22315, Phone: (70

Provider Location: Clark Memorial Hospital, 1220 Missouri Avenue, Jeffersonville, IN 47130, Phone: (812) 282-6631, Fax: (812) 248-0810, [DE]

Need Help? OK Cancel

- After selecting "Review and Submit" the next screen will allow you to select a submission method. The default will be set to eSubmit.
- You can choose other options, if appropriate.
 - Print
 - Save Only
 - Leave Unsubmitted
 - eSubmit
- The patient's preferred pharmacy is listed here.
- If patient has multiple pharmacies, you can choose which one to use, from the drop-down.

If the Provider Location is blank or has multiple addresses, select Clark Memorial Hospital address from the drop-down.

- Any prescription that has an error will be indicated by a **!**

Norco 10 mg-325 mg oral tablet
 1 tab(s) orally every 6 hours - Pain
 Quantity: 20 tab(s) Refills: None
 Substitutions Allowed
 Written Date: 04-29-2015 Prescriber: Bradley, Tina(Physician)

! Print Preview Edit Delete

- If you hover over the drop down, it will show you what the error is.

! Print KROGER MIDSOUTH 276

eSubmit unavailable because:
 Pharmacy NPI missing
 Prescriber does not have the NPI or DEA or SPI for ePrescribing
 Prescriber NPI is missing or invalid
 Invalid Provider Location
 The medication selected is not specific enough and is missing required information. Please select Edit and update this prescription by selecting a more specific drug name
 The selected Pharmacy does not support EPCS
 The selected medication is a controlled substance and can not be submitted electronically because provider is not registered for EPCS

EPCS - Electronic Prescribing of Controlled Substances – NEW!

- If a controlled substance is the ONLY prescription being submitted, follow the workflow above and then proceed as below.
- If non-controlled substances (NCS) AND controlled substances (CS) are being submitted in the same session, NCS will be submitted first, as above and then will proceed as follows:

1. After the NCS have been submitted, the following screen will appear to manage controlled substances:

Electronic Prescribing of Controlled Substances Confirmation

Testeigheten, Testing One
1990 Westward
GRANTSBURG, IN 47123 (555) 555-1212

DEA NUMBER: TD7058515

PHARMACY
HappygoluckyalwaysopenservesallRx
12345 Mountain Road
Off St. Patricks Highway
Alexandria, VA 22315
(703) 921-2121
(703) 555-9999

CONTROLLED SUBSTANCES	QUANTITY	REFILLS	ISSUE DATE	Confirm (0 of 2)
Adderall 5 mg oral tablet 1 tab(s) orally once a day x 30 days	30	None	09-Dec-2020	✓
oxycodone-acetaminophen 5 mg-325 mg oral tablet 1 tab(s) orally every 6 hours x 5 days, As Needed -Pain	20	None	09-Dec-2020	✓

By completing the two-factor authentication protocol at this time, you are legally signing the prescription(s) and authorizing the transmission of the above information to the pharmacy for dispensing. The two-factor authentication protocol may only be completed by the practitioner whose name and DEA registration number appear above.

Confirm Prescription(s)

Imprivata

Please ensure your DEA Number is correct!!

2. You MUST check each individual medication for confirmation.

3. After confirming the controlled substance(s), the Imprivata box will activate for you to authenticate.

***** Do not click anywhere else or attempt to multitask in another window from this point until Imprivata Authentication is complete. Doing so will interrupt and stop the process and you will need to begin again***.**

By completing the two-factor authentication protocol at this time, you are legally signing the prescription(s) and authorizing the transmission of the above information to the pharmacy for dispensing. The two-factor authentication protocol may only be completed by the practitioner whose name and DEA registration number appear above.

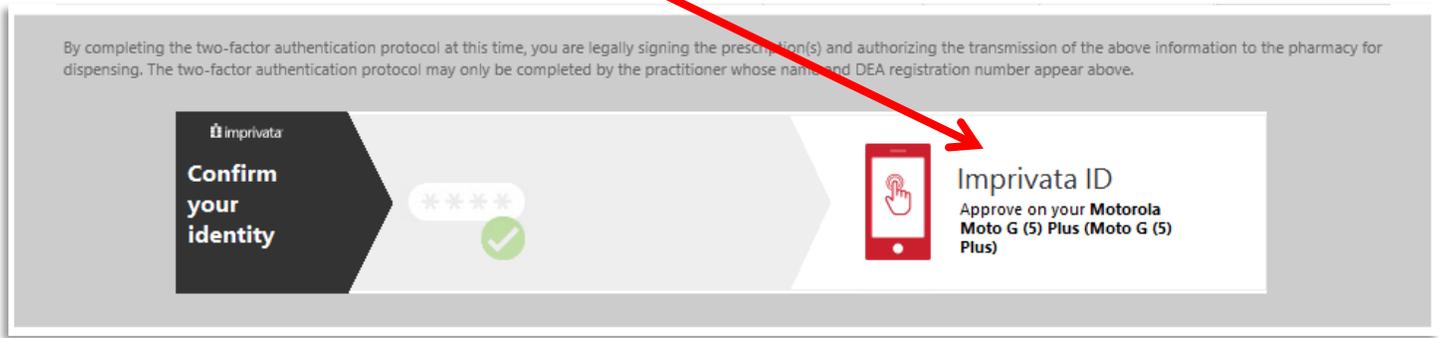
Confirm your identity

Imprivata

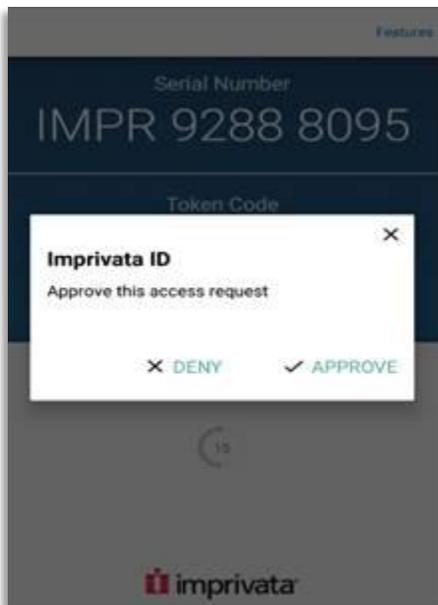
***** Network password

4. You will need to enter your AD/Network/Windows password.

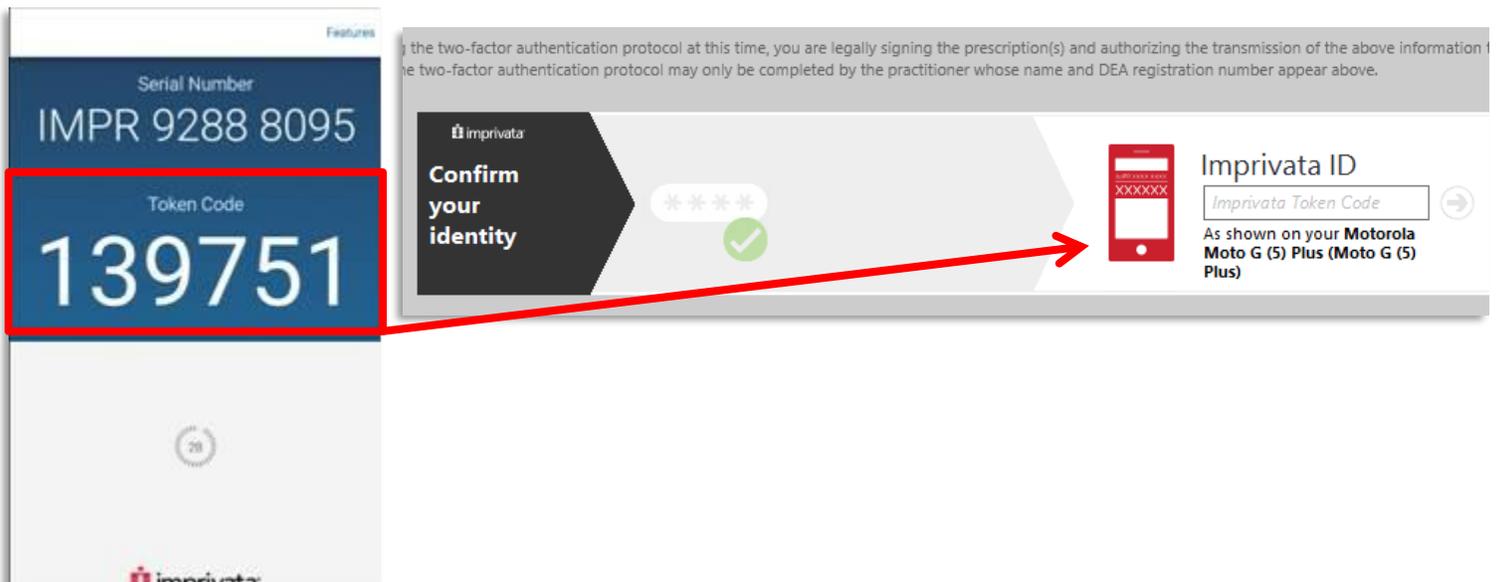
5. After confirming your identity, you will see this:



6. You will then need to approve via the push notice your Imprivata App on your phone:



***If you did not receive a push notice for approval, you may need to enter the Token Code from the Imprivata App into the Imprivata ID box on the computer screen.



7. Once you have approved via the token or push notification on your phone, the controlled substance will be submitted to the electronic pharmacy of choice.

8. You will then be directed back to the main prescription writer screen where you can review the details of your submission. It will show as **pending** at first:

This screenshot shows the 'Medication Summary' screen for a patient named 'Testeighteen, Testing One'. The interface includes a top header with patient information (ID: 5100431 / 510005804, DOB: 30y (01-01-1990), Gender: Female) and a 'Unreviewed Allergies' section. Below this is an 'Options Panel' with filters for status (Unsubmitted, Active, No Longer Taking, Inactive) and display styles. The main area displays a list of active medications. Three items are visible: 'acetaZOLAMIDE 250 mg oral tablet', 'Adderall 5 mg oral tabl', and 'oxycodone-acetaminophen 5 mg-325 mg oral tablet'. Each item shows its dosage, frequency, and status as 'Active'. The 'Transmit Method' for all is 'eSubmit' and the 'Transmit Status' is 'eSubmit Pending'. A red arrow points from the text in step 8 to the 'eSubmit Pending' status in the medication list.

9. Select **refresh** and it should appear as **successful** if your CS has been transmitted.

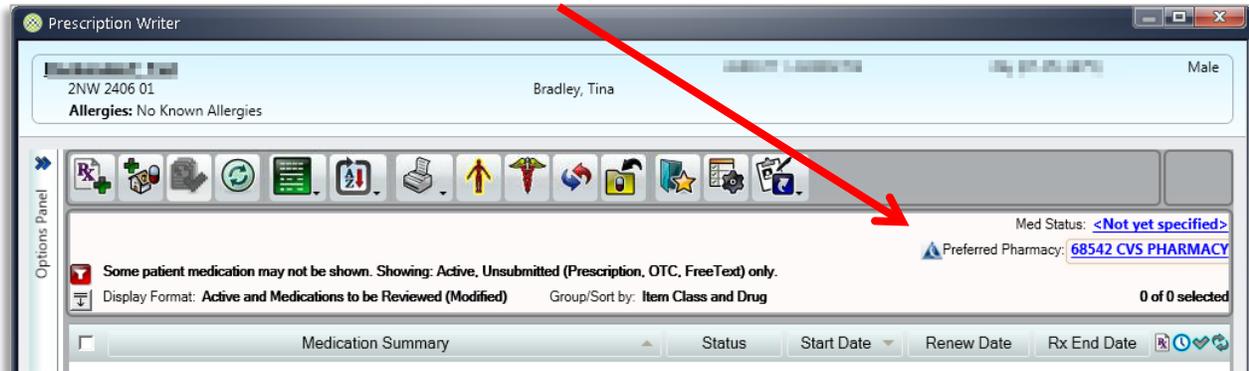
This screenshot shows the same medication summary screen as above, but after a refresh. The 'Transmit Status' for the three medications is now 'eSubmit Successful'. A green arrow points to the 'refresh' icon in the toolbar. A red arrow points to the 'eSubmit Successful' status in the medication list. The 'Options Panel' on the left is highlighted with a red box, and a red arrow points to the 'Pharmacy' checkbox, which is checked. The 'More Details' checkbox is also checked. The 'Transmit Method' for all items is 'eSubmit' and the 'Transmit Status' is 'eSubmit Successful'.

 To see these details, you must select "Pharmacy" and "more Details" in the Options Panel.

Tips and Hints

Patient's Preferred Pharmacy

- ⊙ In order to submit discharge prescriptions electronically, the patient's preferred pharmacy must be listed.
- ⊙ In Prescription Writer, the preferred pharmacy is listed in the top right-hand corner.

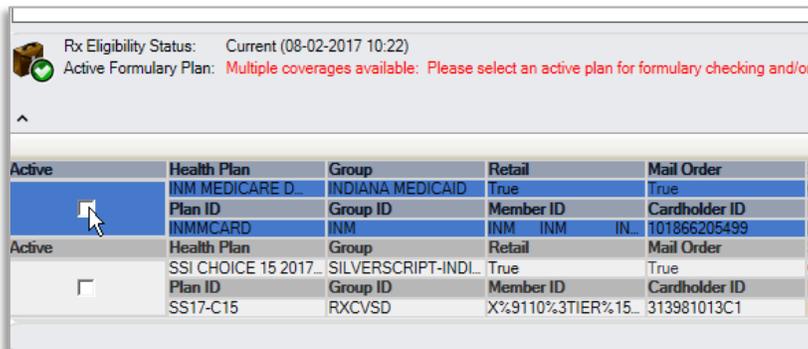


- ⊙ If it has a **CS** before the pharmacy name, it is a pharmacy that will accept controlled substance e-prescriptions. Otherwise, it is a pharmacy that accepts non-scheduled electronic prescriptions only.



Rx Eligibility and Multiple Insurances

When ordering the prescription, you may see this at the bottom of the screen:

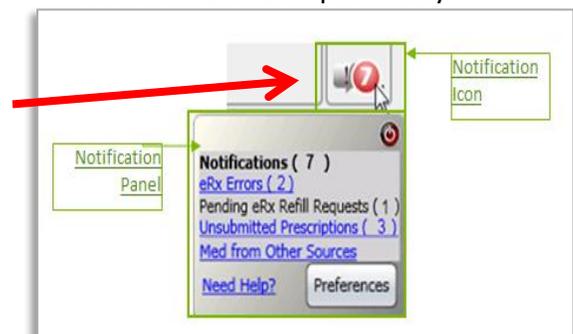


When the patient has multiple insurance benefit plans:

- ⊙ Click in the one of the boxes listed below in the **Active** column.
- ⊙ You may select either box for this purpose
- ⊙ At least one box **MUST** be selected for the prescription to proceed – the receiving pharmacy will optimize patient's coverage further.
- ⊙ The patient may have a mail order pharmacy listed in addition to a local pharmacy.

Notification Icon and Panel

- ⊙ In prescription writer, there is also a notification icon.
- ⊙ This alerts prescribers to the following:
 - ⊙ E-Prescribing Errors
 - ⊙ Unsubmitted Prescriptions
 - ⊙ Dispense History Medications



Creating and Using Medication Favorites



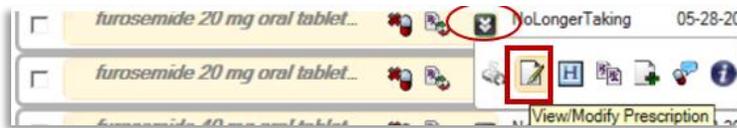
Creating Favorite Medications (Most commonly used by you)

You can only create favorites while using 'Add New Prescription'

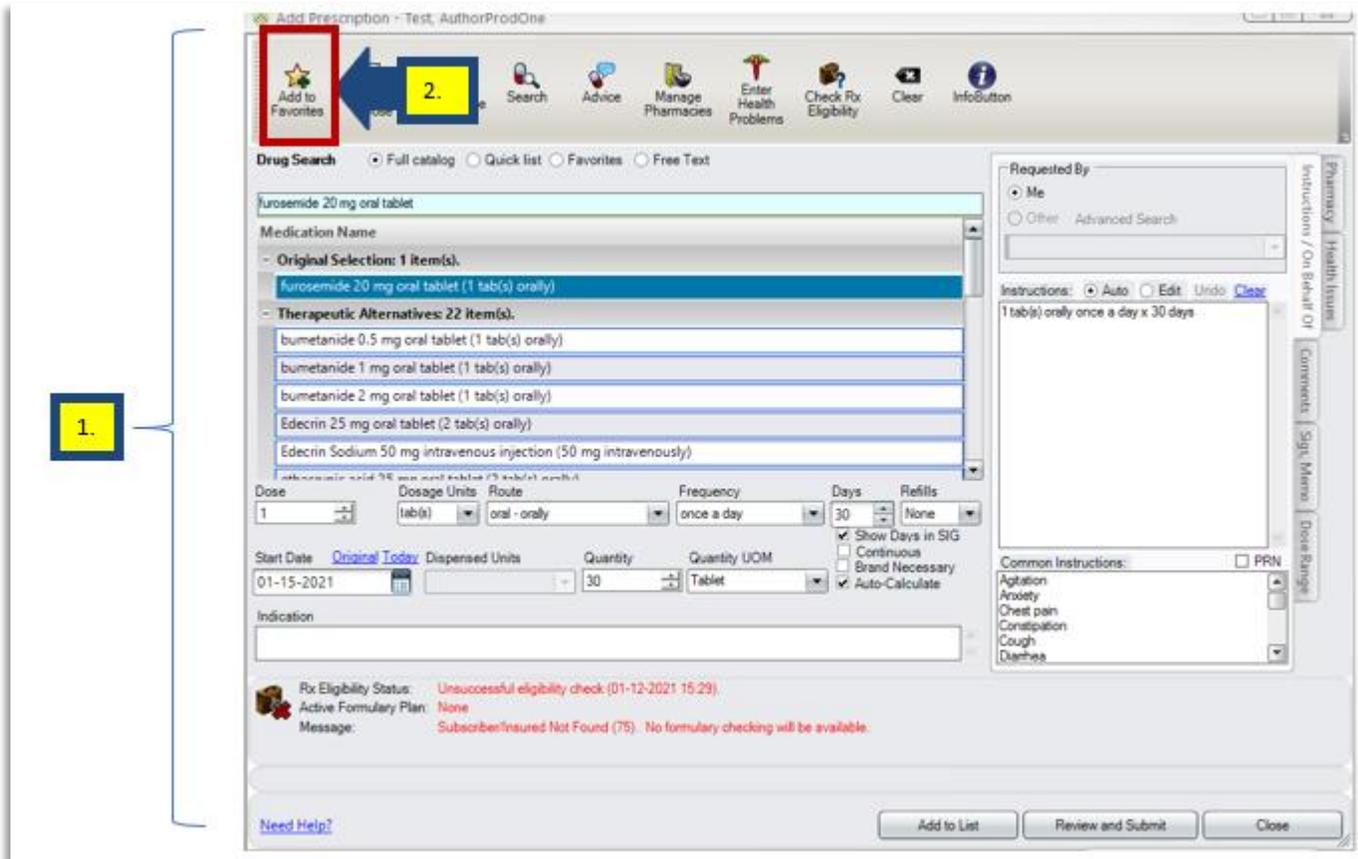


Or

'View/Modify Prescription'



1. Enter and select the medication you want to assign as a favorite.



2. Click Add to Favorites.

3. Specify Category for Favorite is then displayed:

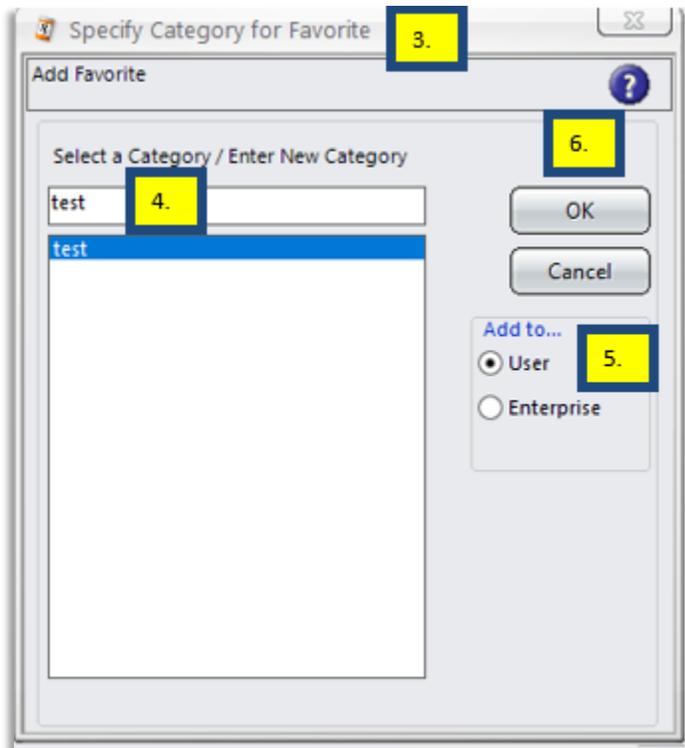
4. In Select a Category/Enter New Category, do 1 of the following:

- Select the category name to add the medication to an existing category.
- Enter a new category name in the box to create a new category to add the medication to.

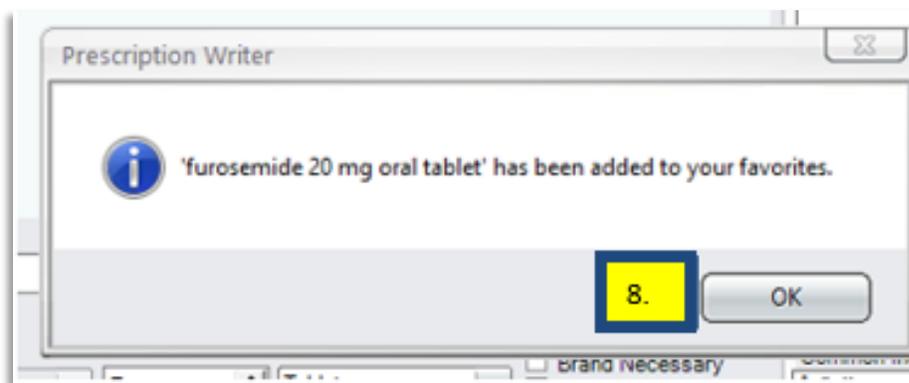
5. In the 'Add to' section, make sure that "User" is selected so that the medication is added to the favorites categories available only to you.

***if you wish to share your favorites with your Practice, you can select "Enterprise" and proceed with creating a new category (Folder).

6. Click OK.



7. The medication is added to the category and a confirmation message displays.

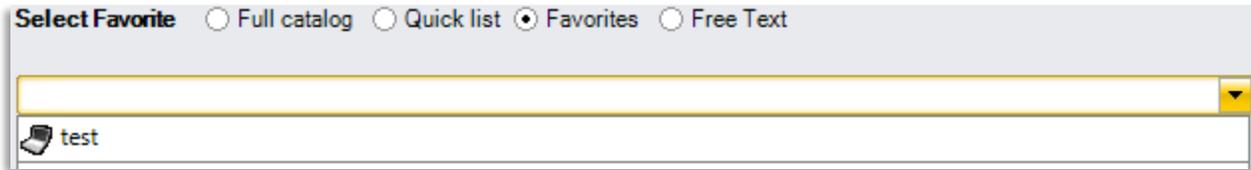


8. Click OK to close the confirmation message and save your changes.

****In Prescription Writer  , you can select this icon  (Manage Favorites) to view or remove items from your list of favorites.****

Using Your Favorite Medications in Practice

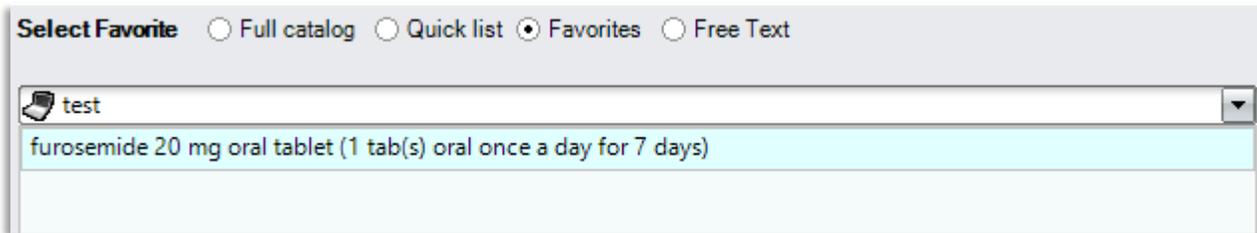
1. To Select a favorite medication when adding a new prescription, or using the view/modify, select Favorites in the Drug Search section:



Select Favorite Full catalog Quick list Favorites Free Text

test

2. It will display the category or categories if you have several.



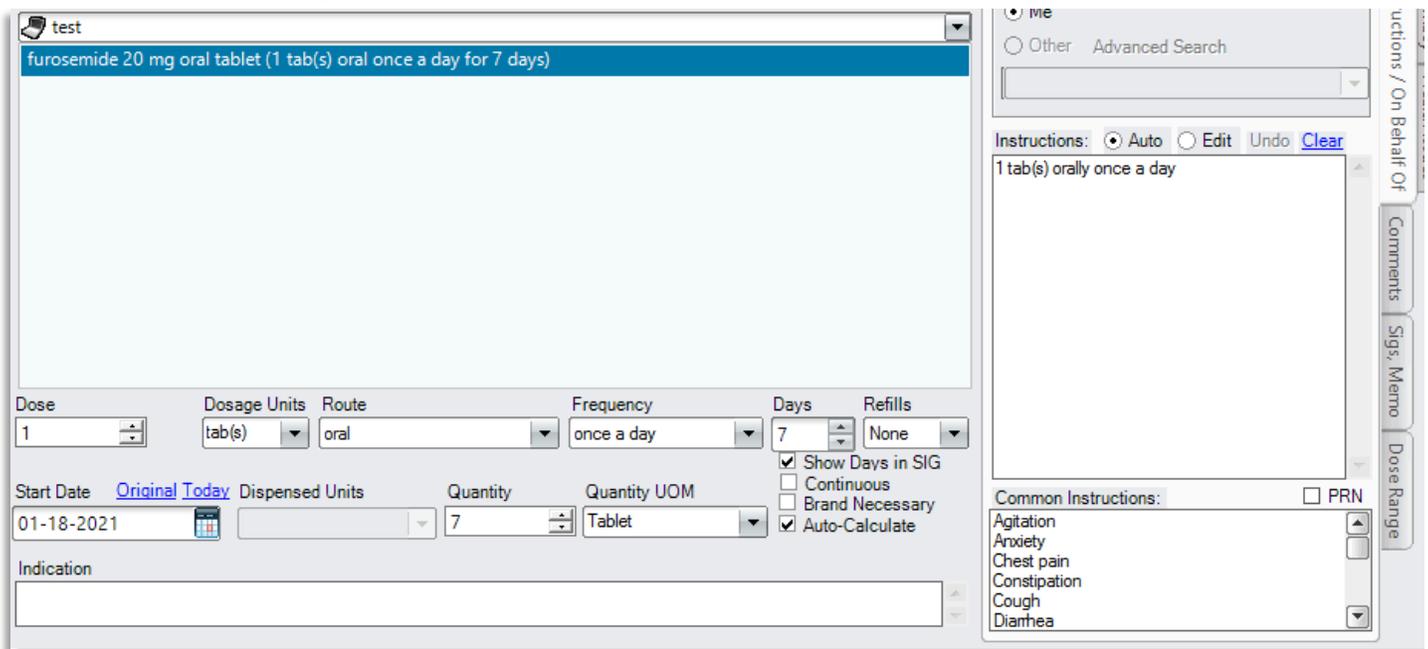
Select Favorite Full catalog Quick list Favorites Free Text

test

furosemide 20 mg oral tablet (1 tab(s) oral once a day for 7 days)

3. Select the category you want; the list of favorites will appear for that category.

4. Select the medication you want and proceed.



test

furosemide 20 mg oral tablet (1 tab(s) oral once a day for 7 days)

Dose: 1 Dosage Units: tab(s) Route: oral Frequency: once a day Days: 7 Refills: None

Start Date: 01-18-2021 Original Today Dispersed Units: Quantity: 7 Quantity UOM: Tablet

Instructions: Auto Edit Undo Clear

1 tab(s) orally once a day

Common Instructions: PRN

Agitation
Anxiety
Chest pain
Constipation
Cough
Diarrhea