

Printing Prescriptions

Last Modified on 03/28/2023 9:53 am EDT

Version 21.0

Printing an Individual Prescription

1. Open the patient's Medications.
2. Select the prescription you would like to print by checking the box to the far left of that prescription name, under the **checkbox** column.
3. Click the **Print** button in the upper left corner.
 - If you have Preview enabled (far upper right), the prescription will open in a print preview screen. Click the **Printer Icon** to send the prescription to your printer.
 - If you have Print enabled (far upper right), the prescription will be sent to the printer.

Printing Multiple Prescriptions

From the Medication List, you can print multiple prescriptions (up to four) per page. To do so:

1. Open the patient's Medications.
2. Select the prescriptions that you would like to print by clicking the check box to the far left of each prescription name. If printing the current or complete list of medications, skip to the next step.
3. The **Print** button in the upper left corner has a down arrow just to its right. A drop-down menu will appear.
4. Select **Prescription_4_on_a_page**.
 - If you have Preview enabled (far upper right), the prescriptions will display as they will appear on the printed page. Click the **Printer Icon** to send the prescription to your printer.
 - If you have Print enabled (far upper right), the prescription will be sent to the printer.

Printing the Complete or Current Medications List

- To print the patient's complete list of medications (all medications prescribed to the patient):
 1. Open the patient's Medications.
 2. Click **Print Med List** button to the right of the printer icon.
 - If you have Preview enabled (far upper right), the prescriptions will display as they will appear on the printed page. Click the **Printer Icon** to send the prescription to your printer.
 - If you have Print enabled (far upper right), the prescription will be sent to the printer.
- To print only the patient's current medications list (i.e. meds marked `chronic = Y` OR medications recently prescribed where today's date is less than the prescription date plus the Rx days supplied):
 1. Click to check the box labeled **Current Meds Only**, located at the top of the medications grid.
 2. Click **Print Med List** button.
 - If you have Preview enabled (far upper right), the prescriptions will display as they will appear on the printed page. Click the **Printer Icon** to send the prescription to your printer.
 - If you have Print enabled (far upper right), the prescription will be sent to the printer.

Note: In the event of an internet outage, you may have to take ePrescribing offline in order to print prescriptions:

1. Click **Admin** in the main menu bar.
2. Click the **Special** tab.
3. Click the **Prescribe** tab.
4. Mark the checkbox **e-prescribing offline mode**.
5. Click **Exit**.
6. Reattempt to print the prescription.

Only medications from the Favorite List can be prescribed when the internet is unavailable. For more information on adding medications to your Favorites, click [here](#).