

Writing Prescriptions: Entering a Reference Prescription

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Path: Clinical, Billing, or Practice Management tab > Patient Chart > Medications

About

When a specialist or other doctor prescribes a medication for one of your patients, enter it in the patient's Medication List as a reference with a note that the medication had been written by another doctor. You can also use the reference format when entering a medical history for a patient new to your practice.

1. Navigate to the patient's **Medications** by following the path above.
2. Click the **New** button to open the [Prescription window](#).
3. In the **Purpose** field, use the drop-down arrow to select **Med - reference only** from the list.
4. *(Optional)* Click the **Ellipsis** button in the Prescriber field, select the prescribing provider from the Address Book.
5. *(Optional)* Add a diagnosis code to the **Primary and Secondary DX** field by clicking the drop-down or typing a portion of the name and pressing **Enter** on your keyboard.
6. In the **Drug** field, begin typing the name of the medication and click the **Ellipsis** button or press **Enter** on your keyboard.
7. From the Medication Finder window, select the medication by double-clicking or highlighting the medication and clicking the **OK** button.
8. Complete the prescription.
9. Click the **Save** button.