

ePrescribing Center

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Version 20.13



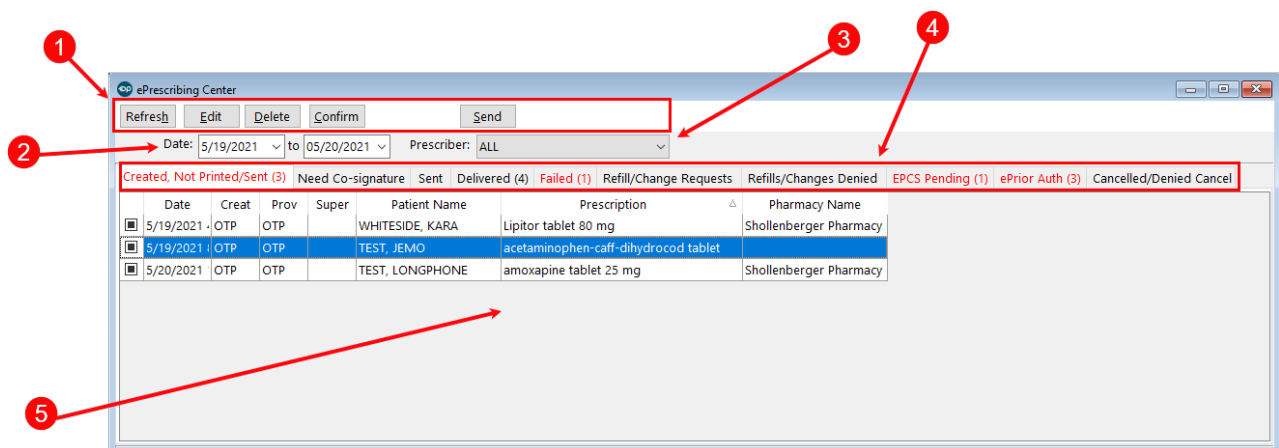
This window map article points out some of the important aspects of the window you're working with in OP but is not intended to be instructional. To learn about topics related to using this window, see the **Related Articles** section at the bottom of this page.

About ePrescribing Center

Path: Main Navigation Panel > e-Prescribe or Refill Requests

The ePrescribing Center is where the practice can track and manage prescriptions. From this location you can do the following:

- Complete all of your ePrescribing tasks
- View prescriptions for other providers by selecting them under Scope or changing the Prescriber Name.
- View the different stages of the prescription during the transmission process.



ePrescribing Center Map

Number	Section	Description
1	Function buttons	<p>The Function button options vary depending on what tab in the ePrescribing Center you are viewing (see tab descriptions below):</p> <ul style="list-style-type: none"> • Refresh: Available in all tabs of the ePrescribing Center. The Refresh button refreshes the prescription grid based on the written date and prescriber selections. • Edit: Available in the Created, Not Printed/Sent, Need Co-signature, Sent, Delivered, Failed, and Cancelled/Denied Cancel tabs of the ePrescribing Center. The Edit button opens the Prescription Writer window where the prescriber can make edits to the prescription. Edits cannot be made to prescriptions for controlled substances that have already been processed. • Delete: Available in the Created, Not Printed/Sent, Need Co-signature, EPCS Pending, and Cancelled/Denied Cancel tabs of the ePrescribing Center. The Delete button deletes a selected prescription from the grid and from the patient's chart. • Confirm: Available in the Created, Not Printed/Sent, Sent, and Failed tabs of the ePrescribing Center. The Confirm button is used to manually confirm a prescription was delivered.

		<ul style="list-style-type: none"> • Send: Available in Created, Not Printed/Sent, Sent, Delivered, Failed, and Cancelled/Denied Cancel tabs of the ePrescribing Center. The Send button sends or resends a prescription to the pharmacy. • Sign: Available in the Need Co-signature tab of the ePrescribing Center. The Sign button is used to apply a provider's signature to a prescription that requires a co-signature. • Accept/Deny: Available in the Refill/Change Requests tab of the ePrescribing Center. The Accept/Deny button launches the appropriate Summary window where the prescriber will complete the request for prescription renewal or change. • Worklist: Available in the ePrior Auto tab of the ePrescribing Center. The Worklist button opens the entire worklist from within CompletEPA
2	Written Date	The Date range sets the beginning and end dates for the displayed prescriptions, based on the date the prescription was written.
3	Prescriber	The Prescriber drop-down menu can be used to change the scope of the window.
4	ePrescribing Center Tabs	<ul style="list-style-type: none"> • Created, Not Printed/Sent: Prescriptions that were saved but have not yet been printed or sent electronically. • Need Co-signature: Prescriptions that need a Co-signature. These should be co-signed within 24 hours. • Sent: Prescriptions that have been sent to the pharmacy and are still in the transmission process. • Delivered: Prescriptions that have been delivered electronically to the pharmacy. • Failed: Prescriptions that did not make it electronically to the pharmacy. A fax backup may need to be sent and should be noted on the prescription if this is the case. • Refill/Change Requests: Requests for prescription renewals or changes sent from the pharmacy to the practice. The message button opens the Message window which displays the message received from the pharmacy both in XML format and standard text format. The Follow-up Request column indicates if the requests is a subsequent request made to the practice. • Refills/Changes Denied: Denied requests for prescription renewals or changes. • EPCS Pending: Pending electronic prescriptions for controlled substances. • ePrior Auth: Prescriptions for which a PA was automatically or manually indicated and printed or transmitted. • Cancelled/Denied Cancel: Prescriptions cancelled by a prescriber and denied cancellations initiated by the pharmacy.
6	Prescription List grid	The Prescription List grid displays the prescriptions based on the prescription status tab.

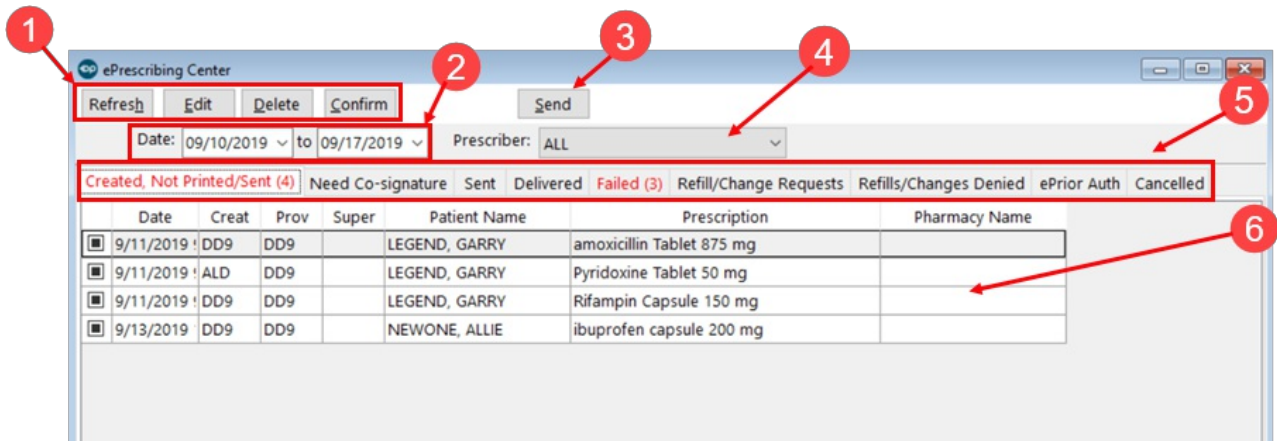
Version 20.12

About ePrescribing Center

Path: Main Navigation Panel > e-Prescribing (Clinical group)

The ePrescribing Center window provides a 'home base' for all ePrescribing transactions. The ePrescribing center is where the practice can track and manage prescriptions. From this location you can do the following:

- Complete all of your e-Rx tasks
- View Rx's for other providers by selecting them under Scope or changing the Prescriber Name.
- View the different stages of the prescription during the transmission process.



ePrescribing Center Map

Number	Section	Description
1	Function buttons	<p>The Function buttons are used:</p> <ul style="list-style-type: none"> Refresh: The Refresh button refreshes the Prescription List grid based upon the Written date range selected. Edit: The Edit button edits a selected prescription. Clicking this button opens the Prescription Writer window. Delete: The Delete button deletes a selected prescription from the child's chart. Confirm: The Cancel button is used to manually confirm a Sent prescription was delivered.
2	Written Date	The Written Date range sets the beginning and end dates for the displayed prescriptions.
3	Send button	The Send button electronically sends out unsent prescriptions in the Created, Not Printed/Sent Prescription List grid.
4	Prescriber	The Prescriber is the person who created the prescription. This drop-down menu can be used to change the scope of the window.
5	ePrescribing Center Tabs	<ul style="list-style-type: none"> Created, Not Printed/Sent: The Created, Not Printed/Sent tab displays the prescriptions that have not yet been printed or sent electronically. These will most commonly contain prescriptions written on a paper prescription pad. Need Co-signature: Prescriptions that need a Co-signature appear here and should be co-signed within 24 hours. To co-sign a prescription, place a checkmark next to the prescription and click the Sign button. Sent: The Sent tab displays prescriptions that have been sent to the pharmacy and are still in the transmission process. Delivered: The Delivered tab displays a list of prescriptions that have been delivered electronically to the pharmacy. Failed: The Failed tab displays prescriptions that did not make it electronically to the Pharmacy. A fax backup may need to be sent and should be noted on the prescription if this is the case. When a prescription fails, please contact support and let them know so that this can be researched. Refill/Change Requests: The Refill/Change Request tab is used to display refill and prescription changes sent by a pharmacy Refills/Changes Denied: The Refills/Changes Denied tab displays a list of prescriptions a prescriber has denied a pharmacy request. ePrior Auth: The ePrior Auth tab within the eRx Center presents prescriptions for which a PA was automatically or manually indicated and printed or transmitted. OP 14 displays the same ePA fields in the eRx center as it does on the Medication

		<p>List. The ePrior Auth tab does not affect whether or not the eRx Center is highlighted red.</p> <p>The ePrior Auth tab defaults to the logged in user on the current date. Each record is based on the date written. OP also uses the locations where a user is associated when determining what items to display. For example, if a practice has two locations with a provider that prescribes at both Location A and Location B and a nurse that works only at Location A, then the provider would see ePA workitems for scripts that went out from both locations while the nurse would only see ePA worklist items for prescriptions that went out from Location A (not Location B).</p> <p>The ePrior Auth tab also has a button labeled Worklist. By clicking this button, OP opens the entire worklist from within CompletEPA.</p> <ul style="list-style-type: none"> • Cancelled: The Cancelled tab displays a list of prescriptions cancelled by a prescriber. The Cancelled tab is only visible for staff that have the cancel prescription permission.
6	Prescription List grid	The Prescription List grid displays the prescriptions based on the prescription status tab.