

Important Content Update Message



We are currently updating the OP Help Center content for the release of OP 20. We appreciate your patience as we continue to update all of our content. To locate the version of your software, navigate to: **Help tab > About**

Medication Favorites and Validating NDCs


Last Modified on 03/18/2020 1:40 pm EDT

Version 14.19

Overview

It is best practice for Medication Favorites be reviewed prior to EHR go-live. Periodically, you may need to edit or delete Medication Favorites for duplicate entries and changes such as organization, naming or number of refills. In addition, approximately every 3 to 6 months the **Validate NDCs** procedure should be run to ensure the NDC code that is associated with the Medication Favorite is still valid. Valid 11-digit NDCs are required to send prescriptions from the Medication Favorites list.



Edit Medication Favorites

1. Navigate to the Medication Finder window: **Clinical tab > Medication Favorites**
 2. Locate the medication that requires editing by clicking the **+** to expand a Category.
 3. Select the **Medication** to edit, and click the **ellipsis** button  located in the Edit column.
- The following areas may be edited:
 - **Template title:** Click and enter **how the medication is viewed** when doing a medication lookup. The Template title is used when searching for a medication, this can be a user friendly name.
 - **Category:** Select a **Category** from the drop-down menu. If the Category does not exist enter the name to create a new Category.
 - **Privacy level:** Select a **Privacy level** from the drop-down menu.
 - **Allow proxy by non-prescribers:** Select the checkbox if the Medication can be prescribed by non-prescriber staff that are assigned proxy privileges in their user profile.
 - **Freeform Sig:** Enter freeform sig text in Line 1 and/or Line 2. This Field is not required, but can be used when selecting the Freeform radio button for the SIG.
 - **Formatted Sig:** Click in any field and make the changes. The information is displayed when the Formatted radio button is selected for the SIG.
 - **Notes:** Enter notes for the Prescription in the Prescriber note or Pharmacist note field.

The information entered in either field will populate when the Medication is prescribed. Both fields will be sent electronically with the Prescription.

4. Click the **OK** button to save the edits.

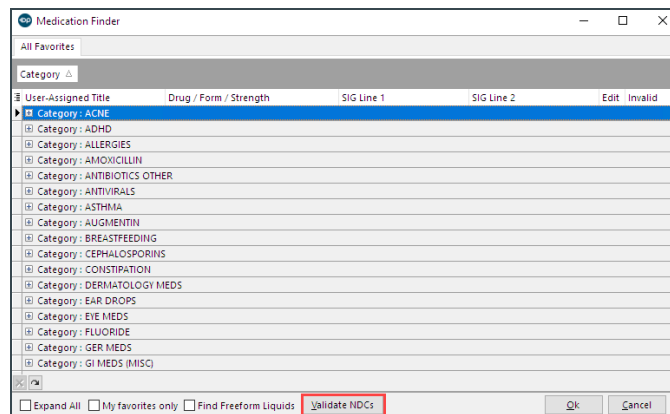
Delete Medication Favorites

1. Navigate to the Medication Finder window: **Clinical tab > Medication Favorites**
2. Locate the medication to delete by clicking the **+** to expand a Category.
3. Select the **Medication** to delete, and click the **ellipsis** button  located in the Edit column.
4. Click the **Delete** button .
5. Click **OK** to confirm the deletion.

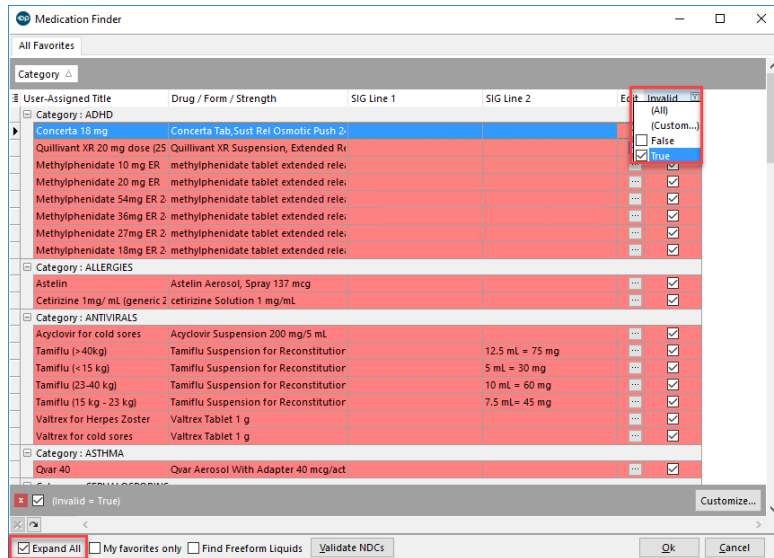
Validate NDCs

To validate the NDCs associated to your Medication Favorites:


1. Navigate to the Medication Finder window: **Clinical tab > Medication Favorites**
2. At the bottom of the **Medication Finder** window, click the **Validate NDCs** button.

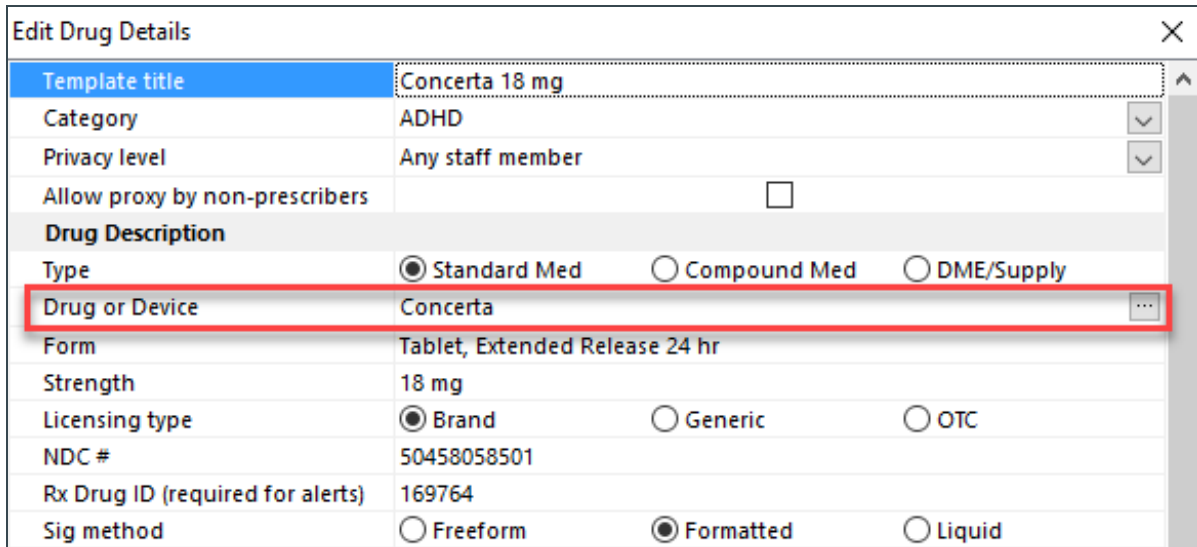


3. Click the **OK** button on the **Warning** pop-up box to continue. Once the operation is completed, medications with Invalid NDCs are highlighted in red.
4. To locate the invalid Medications:
 - A. Select the **Expand All** checkbox.
 - B. Click the **Filter** button on the **Invalid** column.
 - C. Select the **True** checkbox.




5. Correct the invalid **NDCs** by following these steps:

- A. Select a **Medication**, and click the **ellipsis** button  in the Edit column. The Edit Drug Detail window is displayed.
- B. Click the **ellipsis** button in the Drug or Device field. The Medication Finder window is displayed with the Drug name pre-populated.



C. Select the **Medication** from the Master List.



Tip: If the Medication is not displayed in the Master List right away, search for the drug at the top of the window using an abbreviated name, generic name, or brand name.

6. Click the **OK** button.
7. From the Edit Drug Details window, click the **OK** button to update the Medication.
8. Deselect the **checkbox** in the Invalid column.

9. Repeat the above steps until all invalid NDC numbers are corrected.

Version 14.10

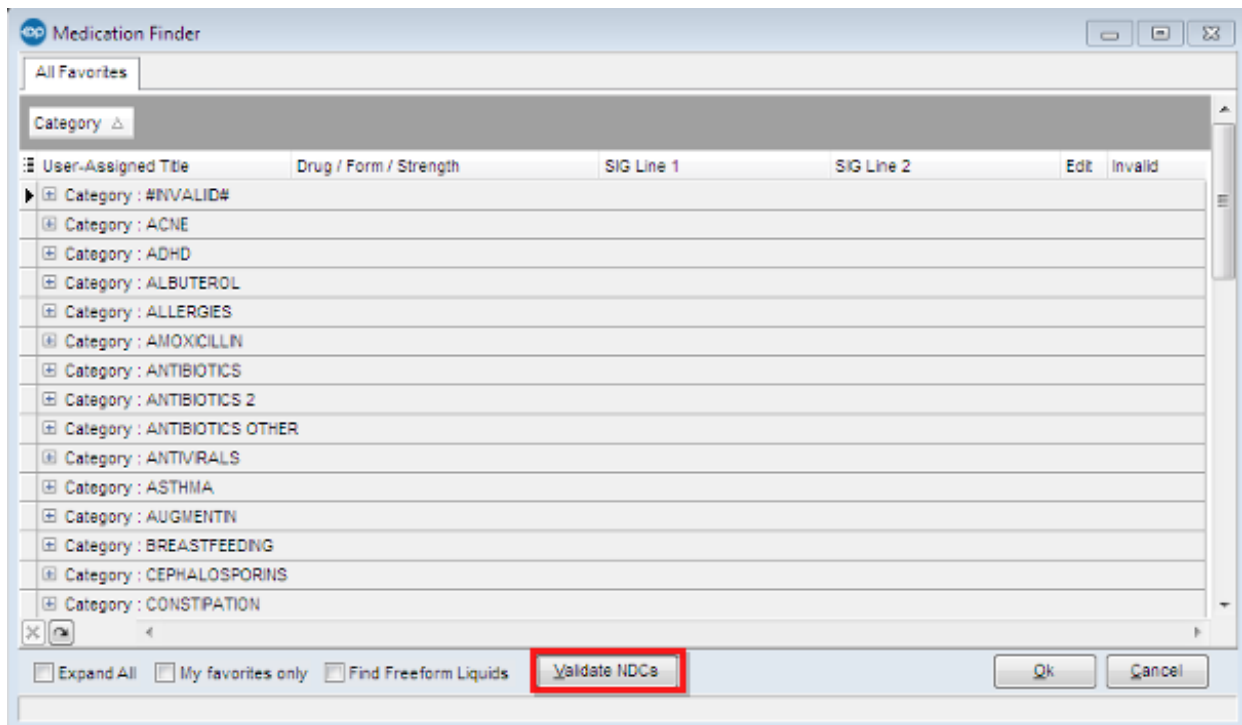
Path: Utilities > Manage Clinical Features > Medication Favorites
(Keyboard Shortcut keys: [Alt][U][F][M])

Overview

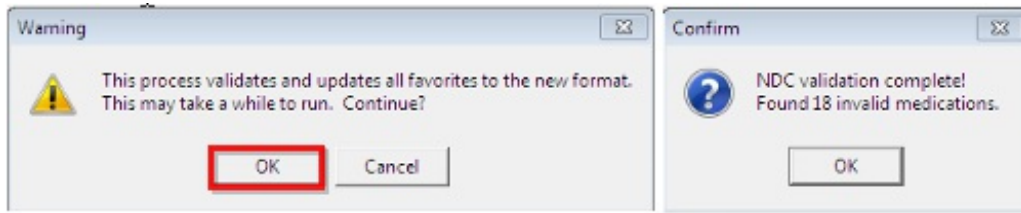
Medication Favorites need to be updated and reviewed approximately every 3 to 6 months with the proper NDC. This occurs when you get OP installed. This is also where you will give your staff Proxy rights to write prescriptions on behalf of the Provider. Please keep in mind that NDC's will need to be valid to send prescriptions from this list.

To successfully send Medications electronically your Medication Favorites will require a valid NDC number. To validate your medication favorites follow these steps:

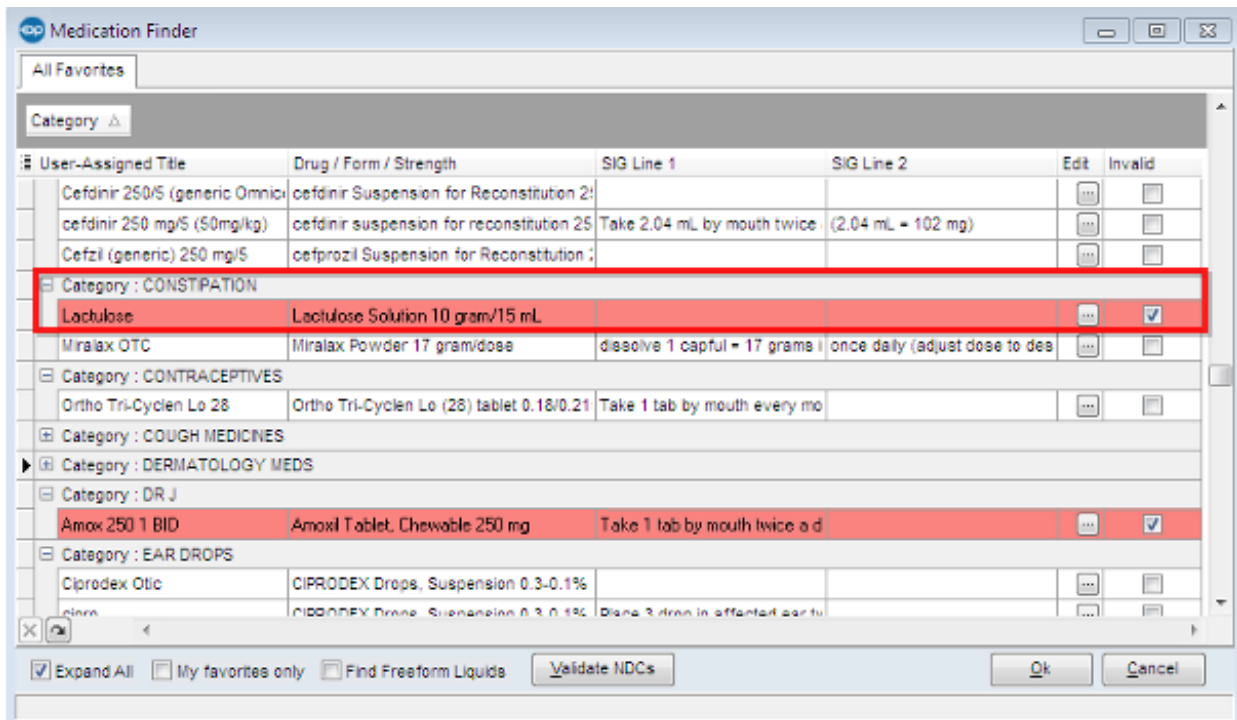
1. At the bottom of the **Medication Favorites**, click the **Validate NDCs** button.



2. Click the **OK** button to continue. Once the operation is complete, a pop-up box is displayed to notify you of how many NDCs are invalid. Click the **OK** button to continue. All invalid **Medications** are highlighted in red.



3. Click on the **ellipsis** edit button to update the NDC (you may filter all invalid Medications by clicking the drop-down menu on the **Invalid** column and select **True** to select only the invalid Medications).



4. The **Edit Drug Details** window is displayed. Click the **ellipsis edit** button to search for the updated NDC (you may need to search for the generic medication name).

Edit Drug Details

Template title: Lactulose
 Category: CONSTIPATION
 Privacy level: Any staff member
 Allow proxy by non-prescribers:

Drug Description
 Type: Standard Med Compound Med DME/Supply
Drug or Device: Lactulose
 Form: Solution
 Strength: 10 gram/15 mL
 Licensing type: Brand Generic OTC
 NDC #: 42769134008
 Rx Drug ID (required for alerts): 252039
 Sig method: Freeform Formatted Liquid

Freeform Sig (max 70 chars each)
 Line 1:
 Line 2:

Formatted Sig Components

Action	Units	Take
Dose	1/2	lso
Liquids: mg/kg	Per	day
Doses/day		
Round method	to nearest	<input type="radio"/> Normal <input type="radio"/> Up <input type="radio"/> Down
Route		by mouth
Frequency		twice a day
Maximum daily dose		
Days supply	30	
Quantity	Units	150 ml
Modifier		<input type="radio"/> q.d. <input type="radio"/> PRN

Notes
 Prescriber note

[look up recommended dosage/administration guidelines](#)

OK Cancel

Medication Finder

Drug name: Lactulose
[dosage/administration guidelines](#) [interactions](#)

Interactions: Med/Allergy Med/Med Med/Disease
 ALL ALL ALL

Formulary: Check formulary

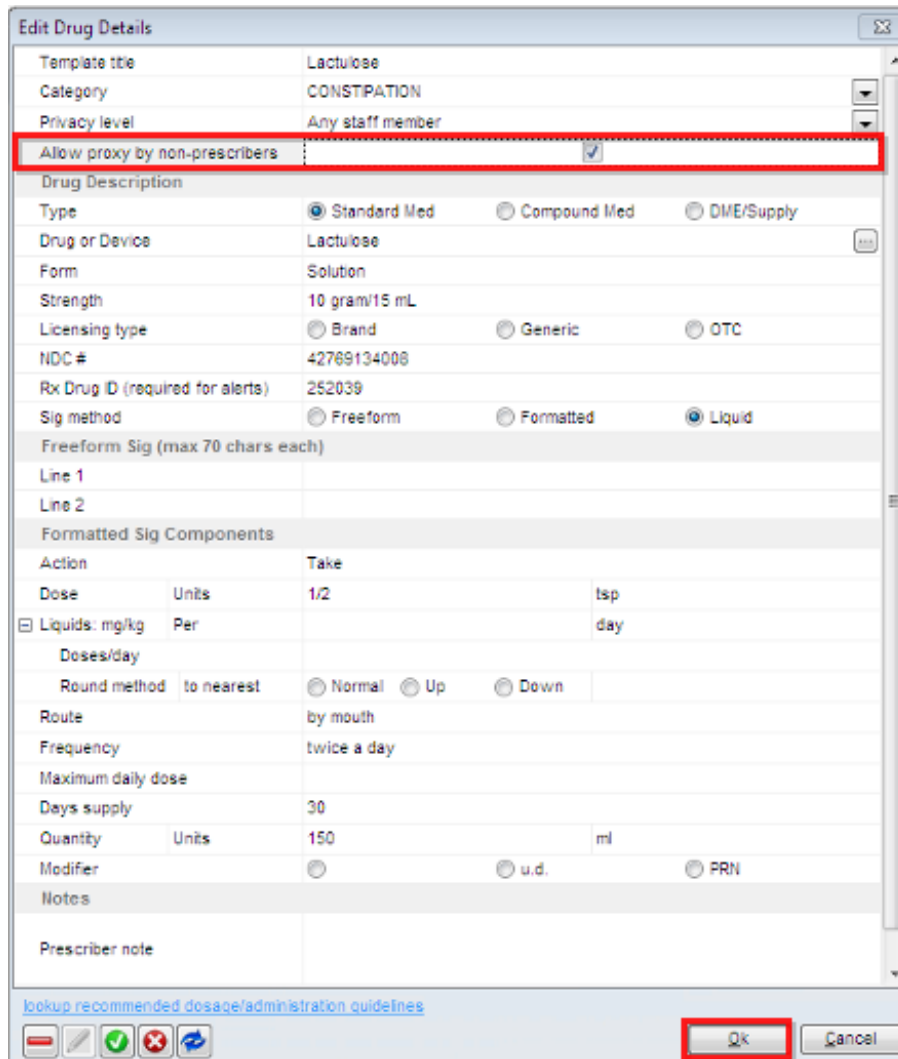
Master List

Brand Name	Generic Name	Type	Availab	Form	Strength	Route	Solied	Interactions
lactulose	LACTULOSE	GENE RX		Solution, Oral	10 gram/1	Oral		
lactulose	LACTULOSE	GENE RX		Solution, Oral	20 gram/3	Oral		
lactulose	LACTULOSE	GENE RX		Solution, Oral	10 gram/1	Oral		

Expand All My favorites only Find Freeform Liquids

OK Cancel

- If staff may write this on behalf of the **Providers**, you can select the **Allow Proxy by non-prescribers** checkbox.
- Click the **OK** button to save your work.



Edit Drug Details

Template title: Lactulose
 Category: CONSTIPATION
 Privacy level: Any staff member
 Allow proxy by non-prescribers:

Drug Description

Type: Standard Med Compound Med DME/Supply
 Drug or Device: Lactulose
 Form: Solution
 Strength: 10 gram/15 mL
 Licensing type: Brand Generic OTC
 NDC #: 42769134008
 Rx Drug ID (required for alerts): 252039
 Sig method: Freeform Formatted Liquid

Freeform Sig (max 70 chars each)

Line 1
 Line 2

Formatted Sig Components

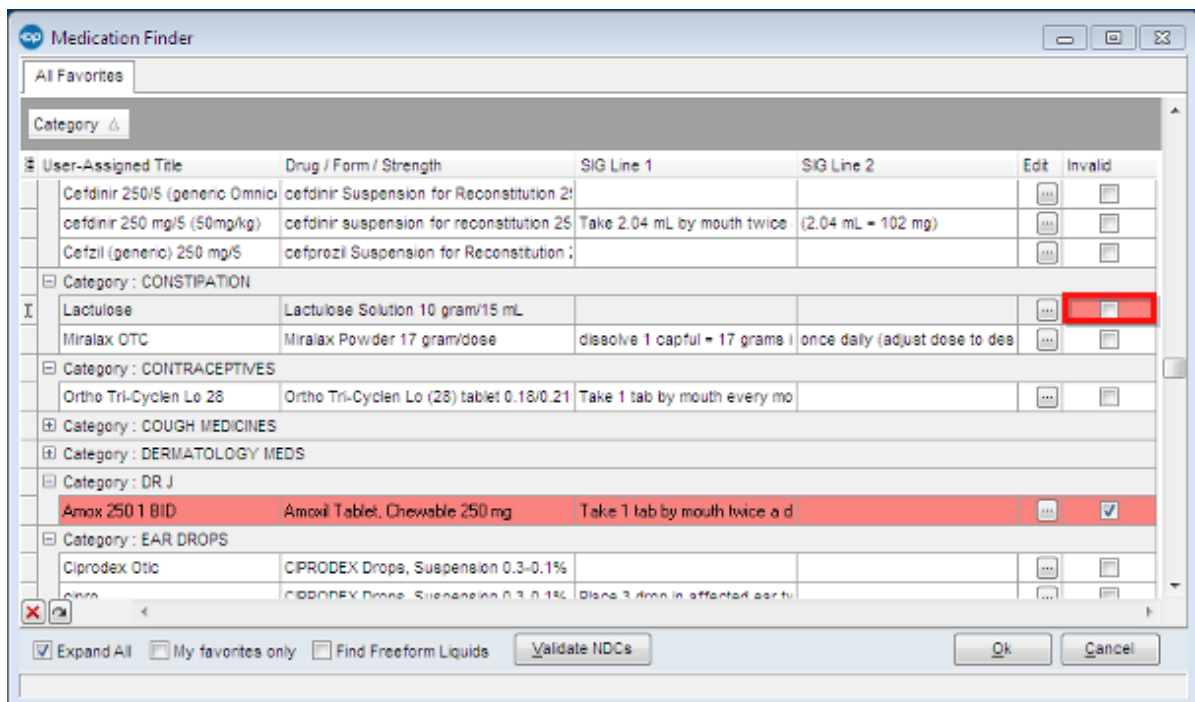
Action	Take
Dose: 1/2	tsq
Units: tsp	
Per: day	
Doses/day	
Round method: to nearest	<input type="radio"/> Normal <input type="radio"/> Up <input type="radio"/> Down
Route: by mouth	
Frequency: twice a day	
Maximum daily dose	
Days supply: 30	
Quantity: 150	ml
Units: ml	
Modifier: <input type="radio"/> <input type="radio"/> u.d. <input type="radio"/> PRN	

Notes

Prescriber note

[lookup recommended dosage/administration guidelines](#)

7. Deselect the **Invalid** checkbox and continue updating the NDCs. Click the **OK** button when you are done updating the list.



Medication Finder

All Favorites

Category:

User-Assigned Title	Drug / Form / Strength	SIG Line 1	SIG Line 2	Edit	Invalid
Cefdinir 250/5 (generic Omnic)	cefdinir Suspension for Reconstitution 2l			...	<input type="checkbox"/>
cefdinir 250 mg/5 (50mg/kg)	cefdinir suspension for reconstitution 25	Take 2.04 mL by mouth twice	(2.04 mL = 102 mg)	...	<input type="checkbox"/>
Cefzil (generic) 250 mg/5	cefprozil Suspension for Reconstitution :			...	<input type="checkbox"/>
Category: CONSTIPATION					
Lactulose	Lactulose Solution 10 gram/15 mL			...	<input checked="" type="checkbox"/>
Miralax OTC	Miralax Powder 17 gram/dose	dissolve 1 capful = 17 grams	once daily (adjust dose to des	...	<input type="checkbox"/>
Category: CONTRACEPTIVES					
Ortho Tri-Cyclen Lo 28	Ortho Tri-Cyclen Lo (28) tablet 0.18/0.21	Take 1 tab by mouth every mo		...	<input type="checkbox"/>
Category: COUGH MEDICINES					
Category: DERMATOLOGY MEDS					
Category: DR J					
Amox 250.1 BID	Amoxicil Tablet, Chewable 250 mg	Take 1 tab by mouth twice a d		...	<input checked="" type="checkbox"/>
Category: EAR DROPS					
Ciprodex Otic	CIPRODEX Drops, Suspension 0.3-0.1%			...	<input type="checkbox"/>
CIPRODEX Drops, Suspension 0.3-0.1%	Dispense 3 drops in affected ear tu			...	<input type="checkbox"/>

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Click for video: [How to Validate NDCs for Medication Favorites](#)

