

Refilling a Prescription

Last Modified on 03/21/2024 12:42 pm EDT

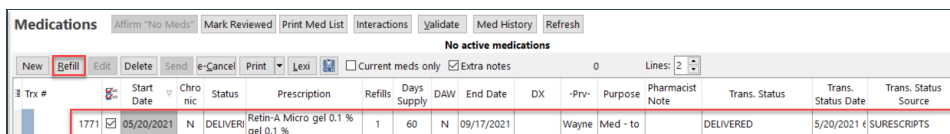
Version 21.3

An update for the release of **OP 21.3.34** was released, and this documentation was updated for that build (sending multiple prescription refills update). If your Practice is on a build prior to **.34**, this documentation can still be referred to but may vary from what you see in OP. To check your OP version, go to **Help tab > About** and refer to the **Build Number** field.

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

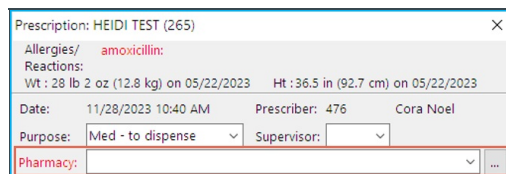
Send a Single Prescription Refill

1. Navigate to the patient's Medication List by following the path above.
2. Select the checkbox to the left of the medication you would like to refill, click the **Refill** button.



Trx #	Start Date	Chronic	Status	Prescription	Refills	Days Supply	DAW	End Date	DX	-Priv-	Purpose	Pharmacist Note	Trans. Status	Trans. Status Date	Trans. Status Source
1771	05/20/2021	N	DELIVER	Relin-A Micro gel 0.1 % gel 0.1 %	1	60	N	09/17/2021		Wayne	Med - to		DELIVERED	5/20/2021	SURESCRIPTS

3. A new medication is added; confirm the checkbox is selected and click the **Edit** button.
4. The **Prescription** window displays. Make the required changes - this would include prescribing a different medication necessary for change in the patient therapy.
5. Select the **Pharmacy** from the drop-down of the patient's recently used pharmacies. If needed, click the ellipses button to open the **Choose a Pharmacy** window and select another pharmacy.



Prescription: HEIDI TEST (265)

Allergies/ Reactions: amoxicillin:

Wt : 28 lb 2 oz (12.8 kg) on 05/22/2023 Ht : 36.5 in (92.7 cm) on 05/22/2023

Date: 11/28/2023 10:40 AM Prescriber: 476 Cora Noel

Purpose: Med - to dispense Supervisor:

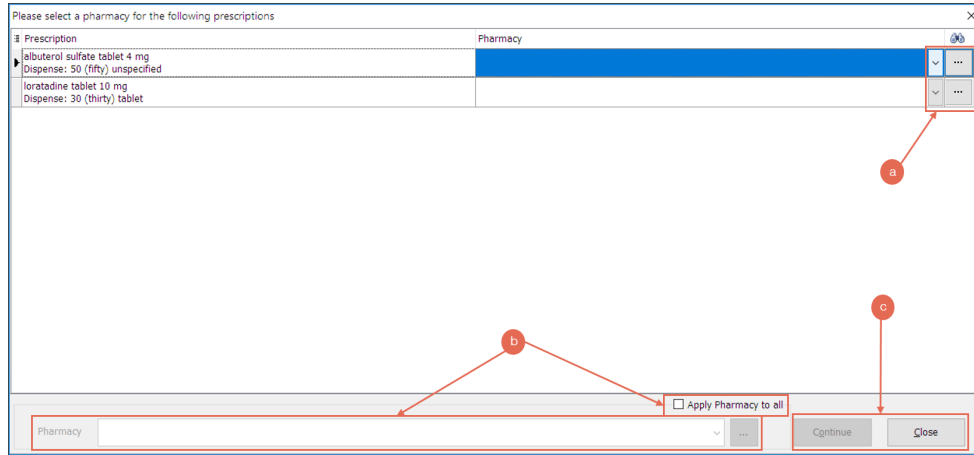
Pharmacy:

6. Click the **Continue** button.
7. The eRx Summary window displays. Confirm the prescription information.
8. (Optional) If the practice has the Prescription Fill Status active, click the drop-down and select from the list. The Prescription Fill Status does not need to be selected for all prescriptions, only select if wishing to know the status of the prescription.
9. Click the **Send** button.

Send Multiple Prescription Refills

1. Navigate to the patient's Medication List by following the path above.
2. Select the **checkboxes** to the left of the medications you would like to refill.
3. Click the **Refill** button.
4. The new medications are added. Confirm the checkboxes are still selected for the new medications and click the **Send** button.
5. A window will open asking you to "Please select a pharmacy for the following prescriptions". Select the pharmacy for each individual prescription or apply one pharmacy selection to all prescriptions by following the options below:
 - a. Select a pharmacy for each **individual prescription**:
 - Click the **drop-down** to select a pharmacy from a list of the patient's most recently used, *OR*,
 - Click the **ellipsis** button open the **Choose a Pharmacy** window and select another pharmacy.
 - b. Select the **Apply Pharmacy to all** checkbox to select a pharmacy for all prescriptions in the list. Then

- Click the **drop-down** to select a pharmacy from a list of the patient's most recently used, *OR*,
 - Click the **ellipsis** button open the **Choose a Pharmacy** window and select another pharmacy.
- c. Click the **Continue** button (which will be greyed out until you select a pharmacy for all prescriptions).



6. The eRx Summary window displays. Scroll through the prescriptions, and once reviewed, click the **Send** button.

Version 21.2

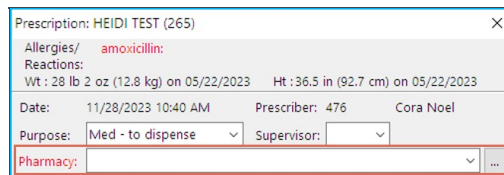
Path: Clinical, Billing, or Practice Management tab > Patient Chart > Medications

Send a Single Prescription Refill

1. Navigate to the patient's Medication List by following the path above.
2. Select the checkbox to the left of the medication you would like to refill, click the **Refill** button.

Medications																
No active medications																
Trx #	Refill	Start Date	Chronic	Status	Prescription	Refills	Days Supply	DAW	End Date	DX	-Prv-	Purpose	Pharmacist Note	Trans. Status	Trans. Status Date	Trans. Status Source
1771	<input checked="" type="checkbox"/>	05/20/2021	N	DELIVER	Retin-A Micro gel 0.1 % gel 0.1 %	1	60	N	09/17/2021		Wayne	Med - to		DELIVERED	5/20/2021	SURESCRIPTS

3. A new medication is added; confirm the checkbox is selected and click the **Edit** button.
4. The **Prescription** window displays. Make the required changes - this would include prescribing a different medication necessary for change in the patient therapy.
5. Select the **Pharmacy** from the drop-down of the patient's recently used pharmacies. If needed, click the ellipses button to open the **Choose a Pharmacy** window and select another pharmacy.

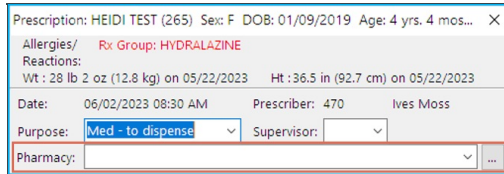


6. Click the **Continue** button.
7. The eRx Summary window displays. Confirm the prescription information.
8. (Optional) If the practice has the Prescription Fill Status active, click the drop-down and select from the list. The Prescription Fill Status does not need to be selected for all prescriptions, only select if wishing to know the status of the prescription.
9. Click the **Send** button.

Send Multiple Prescription Refills

1. Navigate to the patient's Medication List by following the path above.

2. Select the checkbox to the left of the medication you would like to refill, click the **Refill** button.
3. A new medication is added, confirm the checkbox is selected and click the **Edit** button.
4. The **Prescription** window displays. Make the required changes, this would include prescribing a different medication necessary for change in the patient therapy.
5. Select the **Pharmacy** from the drop-down of the patient's recently used pharmacies. If needed, click the ellipses button to open the **Choose a Pharmacy** window and select another pharmacy.



Prescription: HEIDI TEST (265) Sex: F DOB: 01/09/2019 Age: 4 yrs. 4 mos... X

Allergies/ Reactions: Rx Group: HYDRALAZINE

Wt : 28 lb 2 oz (12.8 kg) on 05/22/2023 Ht : 36.5 in (92.7 cm) on 05/22/2023

Date: 06/02/2023 08:30 AM Prescriber: 470 Ives Moss

Purpose: Med - to dispense Supervisor:

Pharmacy:

6. Click the **Save** button.
7. Repeat steps 1-5 for additional prescription refills.
8. Select the checkbox to the left of the medications to send to the pharmacy.
9. Click the **Send** button.
10. The eRx Summary window displays. Scroll through the prescriptions, and once reviewed, click the **Send** button.