

Writing Prescriptions: Writing an e-Prescription

Last Modified on 11/28/2023 11:56 am EST



OP sets **all defaults to share all information**. Any individual decisions by Practice-users to restrict information sharing (access, use, or exchange) are the responsibility of the Practice in the implementation of its 21st Century Cures Act Information Blocking policies and procedures for its Practice and patients.

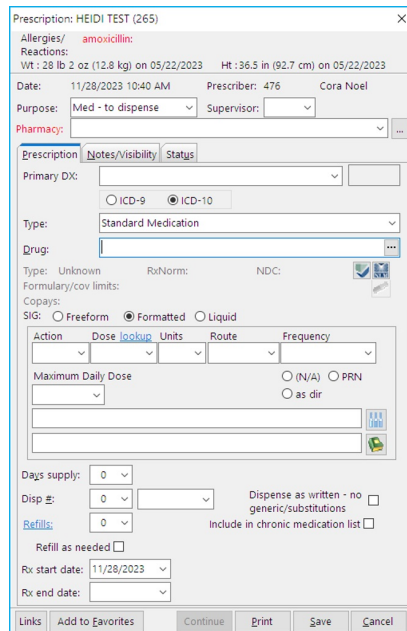
Version 21.3

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

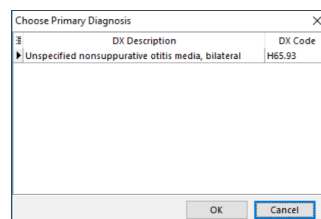
About

The steps below instruct on how to prescribe a medication from the Patient Chart.

1. Navigate to the patient's **Medications** by following the path above.
2. Click the **New** button to open the **Prescription window**.



3. (Optional; only displays when an encounter or well visit note has not been finalized, and the encounter or well visit note contains one or more diagnoses already added to the Assessment.) The Choose Primary Diagnosis window displays; select a diagnosis and click **OK** or **Cancel** to not select a diagnosis code. Selecting OK adds the ICD code to the prescription.

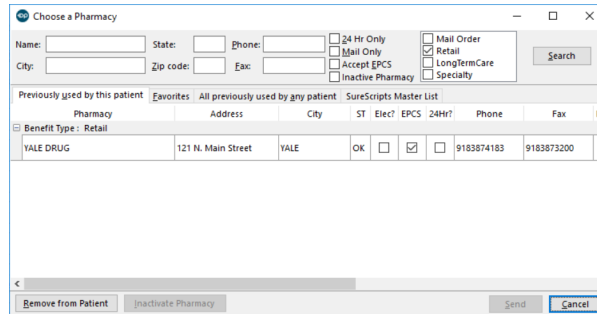


DX Description	DX Code
Unspecified nonsuppurative otitis media, bilateral	H65.93

4. Click the drop-down in the Purpose field and select **Med - to dispense**. This is the default selection if the new prescription is being added by a prescribing provider.
5. Select the **Pharmacy**:
 - o Click the drop-down in the Pharmacy field, and select the **Pharmacy** if the patient has any recently select

pharmacies.

- o If there is no recently selected pharmacy, click the **ellipsis** in the Pharmacy field.
 - The **Choose a Pharmacy** window displays.
 - If a pharmacy was previously selected to send a prescription, the **Previously used by this patient** tab will display the pharmacy.



- If no pharmacy was previously selected, search the other tabs.
 - o **Favorites:** This is a list of pharmacies the practice chose from the All previously used by any patient tab. This list should contain pharmacies that are typically used.
 - o **All previously used by any patient** This is a list of all pharmacies that were used to send a prescription.
 - o **SureScripts Master List** This allows you to search for a pharmacy that is not found in the Favorites or All previously used by any patient tabs.

Note: A column, **Custom Pharmacy Name (LNAME)** has been added to the Choose a Pharmacy window. This allows practices to customize pharmacy names into something friendly, e.g. give "WALGREENS #2983" a name like "Walgreens at Elm/Jefferson."



For information on creating a Custom Pharmacy Name, refer to the article [Understanding Pharmacy Favorites + Address Book Relationship](#).

For information on how to display the column, refer to the article [Adding, Removing, or Recording Columns](#) found on the Help Center.

6. (Optional) Click the drop-down in the Supervisor field, and select a name from the list.
7. (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.



Note: Practices in states that require a diagnosis to be included on all electronic prescriptions will need to review the setup in System Preferences. It is recommended that you select either **EPCS** or **All** in System Preferences, OP defaults to **None**. However, the system will send the diagnosis to the pharmacy if it is included in the prescription. Click [here](#) for more information on how to set your System Preference.

8. In the **Drug name** field, begin typing the name of the medication and click the **Ellipsis** button or press Enter on your keyboard.
9. From the Medication Finder window, select the medication by double-clicking or highlighting the medication and clicking the **OK** button.

Medication Finder: HEIDI TEST (265)

Drug name: Interactions: Med/Allergy Med/Med Med/Disease Formulary: Check formulary

ALL ALL ALL

Weight: 27 lb 0 oz (12.2 kg) on 12/21/2020

User-Assigned Title	Drug / Form / Strength	Availability	Sig	Interact
Vigamox	Vigamox drops 0.5 %			
Amox 200/5 (20mg/kg)	amoxicillin suspension, reconstituted,			
Amox 500 mg caps	amoxicillin capsule 500 mg			
Amox 875 mg tablets	amoxicillin tablet 875 mg			
Amox 250 mg chew starter	amoxicillin tablet, chewable 250 mg			
Amox 250 mg capsule starter	amoxicillin capsule 250 mg			
Amox 400/5 (40 mg/kg/dose)	amoxicillin suspension, reconstituted,			
Amox 400/5 tid for Lyme (50/1)	amoxicillin suspension, reconstituted,			
Amox Susp 400mg/5mL	amoxicillin suspension, reconstituted,		Take 5 mL by mouth every 12 hours for 10 c	
Amox 400/5 (20 mg/kg/dose)	amoxicillin suspension, reconstituted,		take 5 tsp	
Augmentin 500 mg tabs (swi)	amoxicillin-pot clavulanate tablet 500-			
Augmentin 875 mg tabs (ger)	amoxicillin-pot clavulanate tablet 875-		Take 1 tab by mouth twice a day for 10 day	

Note: If the medication is on your Favorites List, a list of your "favorite" formulations of that medication will be displayed in the Medication Finder. If the medication is not on your Favorites List, click the **Master List** tab to select or search the SureScripts list of medications.

- Complete the prescription.
- Click the **Continue** button.
- The **eRx Summary** window is displayed. Review all prescription details before submitting the prescription to the pharmacy.

eRx Summary

Patient number / name: 149 CINDY TESTAGENT

Sex / Birth date: F 6/5/2015

Address: 3368 BRADFORD LANE

City / State / Zip: Allentown PA 18104

Phone # / Email: 610-444-3434

Height / Weight:

Medication

Primary diagnosis

Secondary diagnosis

Full drug name: Children's Allegra Allergy 30 mg Tablet, disintegrating

Directions: Take 1 tab by mouth twice a day for 30 days

Quantity / Units: 60 tablet

DAW / Days supply / Refills: N 30 2

Date written / Start date: 5/7/2021 3:35:48 PM 05/07/2021

Pharmacy notes

Pharmacy

Pharmacy name: Yale Drug

Address: 121 N. Main Street

City / State / Zip: Yale OK 74085

Phone # / Fax #: 9183874183 9183873200

Prescriber

Prescriber name: Wayne Best

Address: 602 W Office Center Dr

City / State / Zip: Fort Washington PA 19034

Phone # / Fax #: 8002189916 8002189916

Prescription Fill Status:

- Click the **Send** button to send the prescription to the pharmacy.

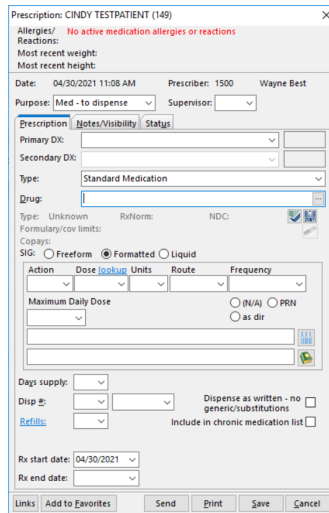
Version 21.2

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

About

The steps below instruct on how to prescribe a medication from the Patient Chart.

- Navigate to the patient's **Medications** by following the path above.
- Click the **New** button to open the [Prescription window](#).



Prescription: CINDY TESTPATIENT (149)

Allergies/ Reactions: No active medication allergies or reactions

Most recent weight: []

Most recent height: []

Date: 04/30/2021 11:08 AM Prescriber: 1500 Wayne Best

Purpose: Med - to dispense Supervisor: []

Primary DX: []

Secondary DX: []

Type: Standard Medication

Drug: []

Type: Unknown Rulform: NDC: []

Formulary/cost limits: []

Copays: []

SIG: Freeform Formatted Liquid

Action	Dose	lookup	Units	Route	Frequency
[]	[]	[]	[]	[]	[]

Maximum Daily Dose: [] (N/A) PRN

as dir

Days supply: []

Disp #: [] Dispense as written - no generic/substitutions

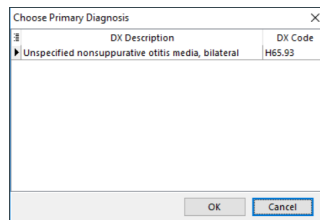
Refills: [] Include in chronic medication list

Rx start date: 04/30/2021

Rx end date: []

Links: Add to Favorites Send Print Save Cancel

- (Optional; only displays when an encounter or well visit note has not been finalized, and the encounter or well visit note contains one or more diagnoses already added to the Assessment.) The Choose Primary Diagnosis window displays; select a diagnosis and click **OK** or **Cancel** to not select a diagnosis code. Selecting OK adds the ICD code to the prescription.



Choose Primary Diagnosis

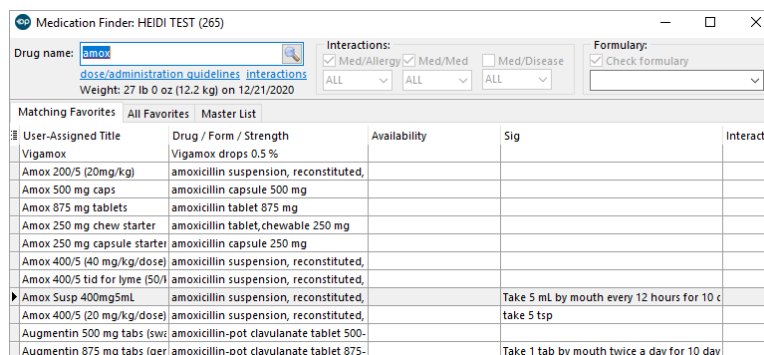
#	DX Description	DX Code
▶	Unspecified nonsuppurative otitis media, bilateral	H65.93

OK Cancel

- Click the drop-down in the Purpose field and select **Med - to dispense**. This is the default selection if the new prescription is being added by a prescribing provider.
- (Optional) Click the drop-down in the Supervisor field, and select a name from the list.
- (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.

Note: Practices in states that require a diagnosis to be included on all electronic prescriptions will need to review the setup in System Preferences. It is recommended that you select either **EPCS** or **All** in System Preferences, OP defaults to **None**. However, the system will send the diagnosis to the pharmacy if it is included in the prescription. [Click here](#) for more information on how to set your System Preference.

- In the **Drug name** field, begin typing the name of the medication and click the **Ellipsis** button or press Enter on your keyboard.
- From the Medication Finder window, select the medication by double-clicking or highlighting the medication and clicking the **OK** button.



Medication Finder: HEIDI TEST (265)

Drug name: amox

dose/administration guidelines interactions

Weight: 27 lb 0 oz (12.2 kg) on 12/21/2020

Interactions: Med/Allergy Med/Med Med/Disease

Formulary: Check formulary

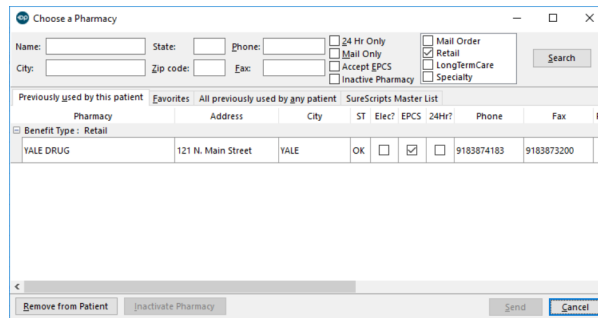
#	User-Assigned Title	Drug / Form / Strength	Availability	Sig	Interact
	Vigamox	Vigamox drops 0.5 %			
	Amox 200/5 (20mg/kg)	amoxicillin suspension, reconstituted,			
	Amox 500 mg caps	amoxicillin capsule 500 mg			
	Amox 875 mg tablets	amoxicillin tablet 875 mg			
	Amox 250 mg chew starter	amoxicillin tablet, chewable 250 mg			
	Amox 250 mg capsule starter	amoxicillin capsule 250 mg			
	Amox 400/5 (40 mg/kg/dose)	amoxicillin suspension, reconstituted,			
	Amox 400/5 tid for Lyme (50/h	amoxicillin suspension, reconstituted,			
▶	Amox Susp 400mg5mL	amoxicillin suspension, reconstituted,		Take 5 mL by mouth every 12 hours for 10 c	
	Amox 400/5 (20 mg/kg/dose)	amoxicillin suspension, reconstituted,		take 5 tsp	
	Augmentin 500 mg tabs (sw)	amoxicillin-pot clavulanate tablet 500-			
	Augmentin 875 mg tabs (ger)	amoxicillin-pot clavulanate tablet 875-		Take 1 tab by mouth twice a day for 10 day	



Note: If the medication is on your Favorites List, a list of your "favorite" formulations of that medication will be displayed in the Medication Finder. If the medication is not on your Favorites List, click the **Master List** tab to select or search the SureScripts list of medications.

9. Complete the prescription.
10. Click the **Send** button.
11. The **Choose a Pharmacy** window displays.

- If a pharmacy was previously selected to send a prescription, the **Previously used by this patient** tab will display the pharmacy.



- If no pharmacy was previously selected, search the other tabs.
 - **Favorites:** This is a list of pharmacies the practice chose from the All previously used by any patient tab. This list should contain pharmacies that are typically used.
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For information on creating a Custom Pharmacy Name, refer to the article [Understanding Pharmacy Favorites + Address Book Relationship](#).

For information on how to display the column, refer to the article [Adding, Removing, or Recording Columns](#) found on the Help Center.

12. Select the pharmacy, and click the **Send** button. The **eRx Summary** window is displayed.
13. Review all prescription details before submitting the prescription to the pharmacy.

Patient		number / name	149	CINDY TESTRATIENT
Sex /	Birth date	F	6/5/2015	
Address		3368 BRADFORD LANE		
City	State	Zip	PA	18104
Phone # /	Email	610-444-3434		
Height /	Weight			
Medication				
Primary diagnosis				
Secondary diagnosis				
Full drug name		Children's Allegra Allergy 30 mg Tablet, disintegrating		
Directions		Take 1 tab by mouth twice a day for 30 days		
Quantity /	Units	60	tablet	
DAW /	Days supply / Refills	N	30	2
Date written /	Start date	5/7/2021 3:35:48 PM		05/07/2021
Pharmacy notes				
Pharmacy				
Pharmacy name		Yale Drug		
Address		121 N. Main Street		
City	State	Zip	OK	74085
Phone # /	Fax #	9183874183		9183873200
Prescriber				
Prescriber name		Wayne Best		
Address		602 W Office Center Dr		
City	State	Zip	PA	19034
Phone # /	Fax #	8002189916		8002189916

Prescription Fill Status:

14. Click the **Send** button to send the prescription to the pharmacy.