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.

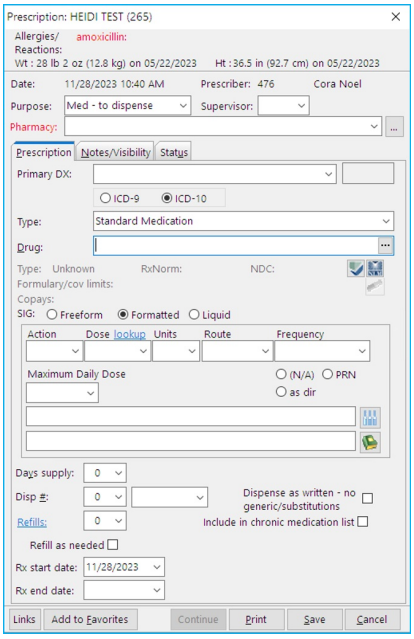
Version 21.3

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

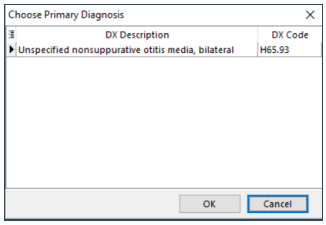
About

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.



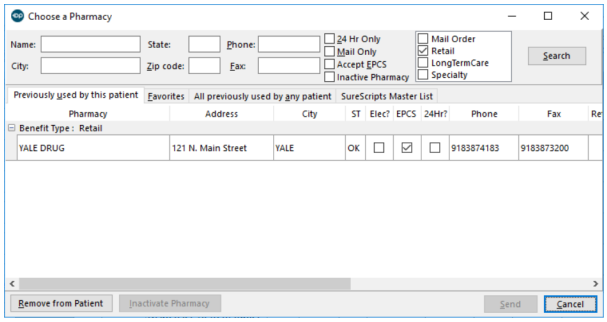
3. *(Optional; only displays when an encounter or well visit note has not been finalized, and the encounter or well visit note contains one or more diagnoses already added to the Assessment.)* The Choose Primary Diagnosis window displays; select a diagnosis and click **OK** or **Cancel** to not select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



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**:
    - Click the drop-down in the Pharmacy field, and select the **Pharmacy** if the patient has any recently select

pharmacies.

- 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.



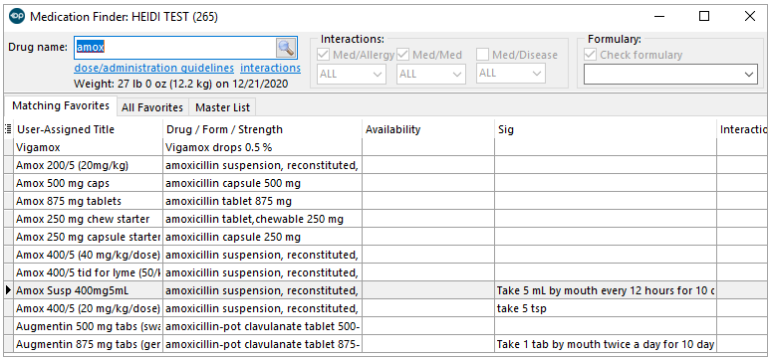
- If no pharmacy was previously selected, search the other tabs.
  - **Favorites**: This is a list of pharmacies the practice chose from the All previously used by any patient tab. This list should contain pharmacies that are typically used.
  - **All previously used by any patient** This is a list of all pharmacies that were used to send a prescription.
  - **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.

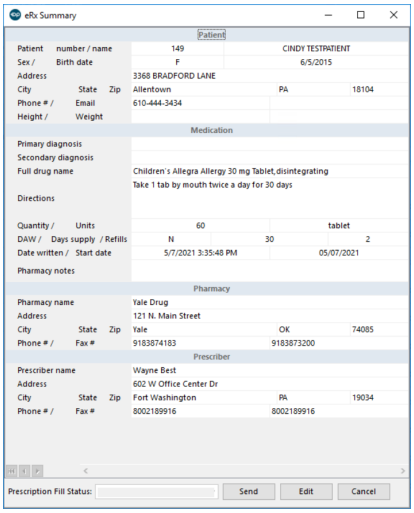
> **Note**: Practices in states that require a diagnosis to be included on all electronic prescriptions will need to review the setup in System Preferences. It is recommended that you select either **EPCS** or **All** in System Preferences, OP defaults to **None**. However, the system will send the diagnosis 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.



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.

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



13. 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

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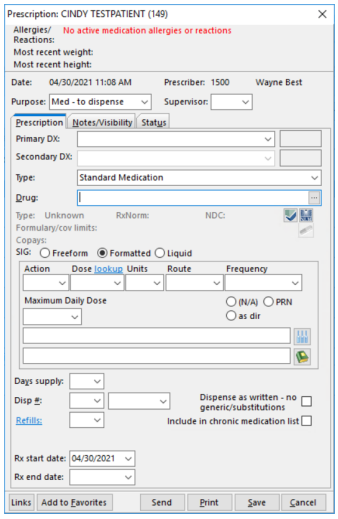

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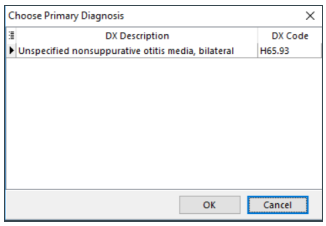

4. Click the drop-down in the Purpose field and select **Med - to dispense**. This is the default selection if the new prescription is being added by a prescribing provider.
5. *(Optional)* Click the drop-down in the Supervisor field, and select a name from the list.
6. *(Optional)* Add a diagnosis code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

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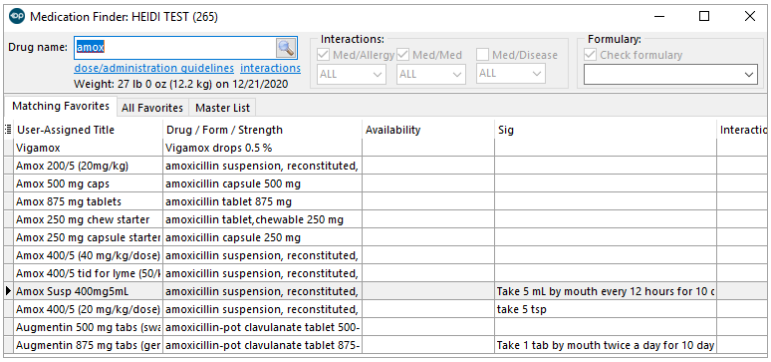

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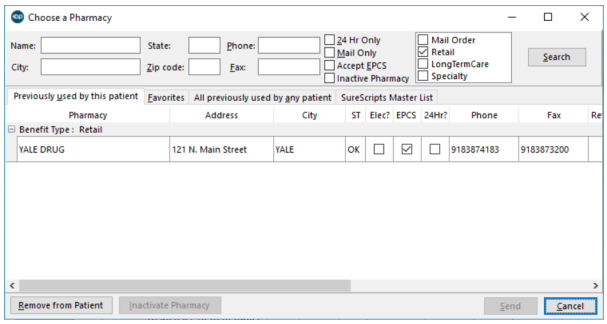
9. Complete the prescription.
10. Click the **Send** button.
11. The **Choose a Pharmacy** window displays.

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



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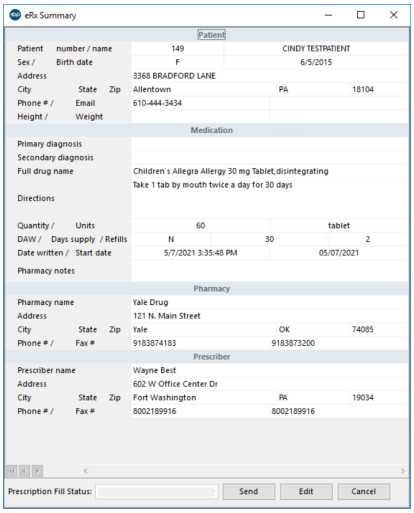
For information on how to display the column, refer to the article **Adding, Removing, or Recording Columns** found on the Help Center.

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.



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