Adding a Medication to the Favorites List

Last Modified on 02/01/2022 3:22 pm EST

Version 14.19

Overview

It is important to build a medication favorites list for ease of prescribing common medications, and, in the event of an Internet outage, medication favorites are the only medications available when prescribing. This section will guide the users through the steps required to create a medication favorite.

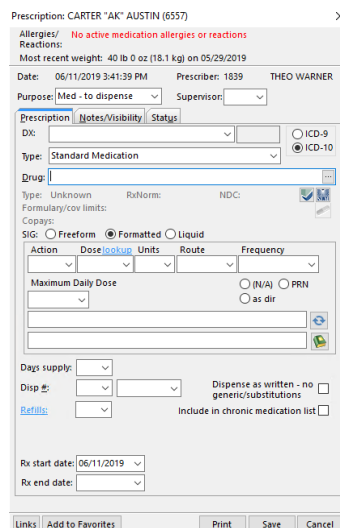1. From a patient chart, click the **Medications** button.

> **Note**: It is best practice to select a test patient chart when creating the Practice medication favorites. The **Add to Favorites** button will only be visible to prescribing Providers.

2. Click the **New** button.
3. The Warning window pop-up window is displayed if the patient has active medication allergies, if no warning displays move to step 5.
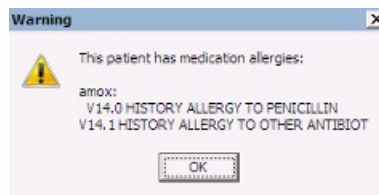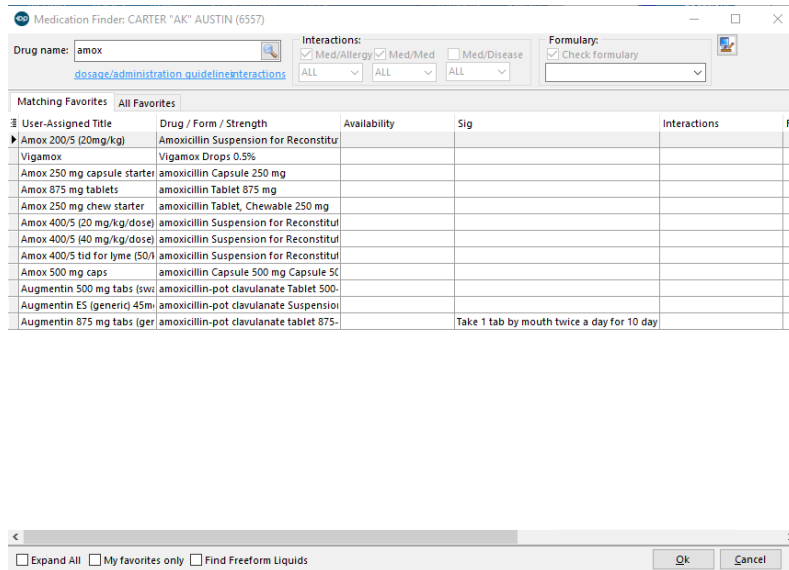

4. Click the **OK** button. The **Prescription** window is displayed.

5. Enter the **Drug Name** in the Drug field.
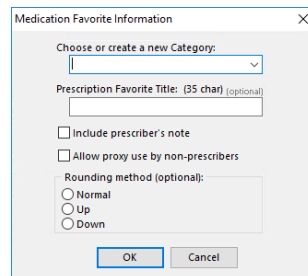6. Press **Enter** or click the **ellipsis** button. The **Medication Finder** window is displayed.

7. A list of medications matching the search are displayed. Click the **Master List** tab.

> 📌 **Note:** If the medication displays in the Matching Favorites tab, the medication has been saved as a Favorite, click the **Cancel** button.

8. Highlight the **Medication** to add it to the medication favorites.
9. Click the **OK** button or double-click to select. The selected medication populates the Prescription window.
10. Complete the window.
11. Click the **Add to Favorites** button. The **Medication Favorite Information** window is displayed.

12. Complete the fields on the Medication Favorite Information window using the information below:

- **Choose or create a new Category**: Select an **Option** from the drop-down menu. You can choose an existing Category , for example Asthma, or create a new Category by entering the name in the Field.
- **Prescription Favorite Title**: Enter the name for the medication favorite. Typically this will be the drug name and may include dosing and strength.
- **Include prescriber's note**: Select the checkbox if Notes, Pharmacist and Patient, are to be saved.
- **Allow proxy user by non-prescribers**: Click the checkbox to allow staff to write the medication on behalf of a provider.
- **Rounding method (optional)**: Select a radio button to set the rounding rule for the medication.
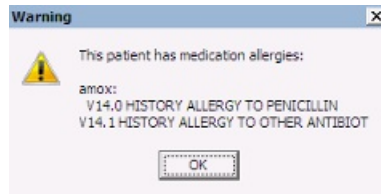
13. Click the **OK** button.
14. Click the **Cancel** to close the Prescription window.
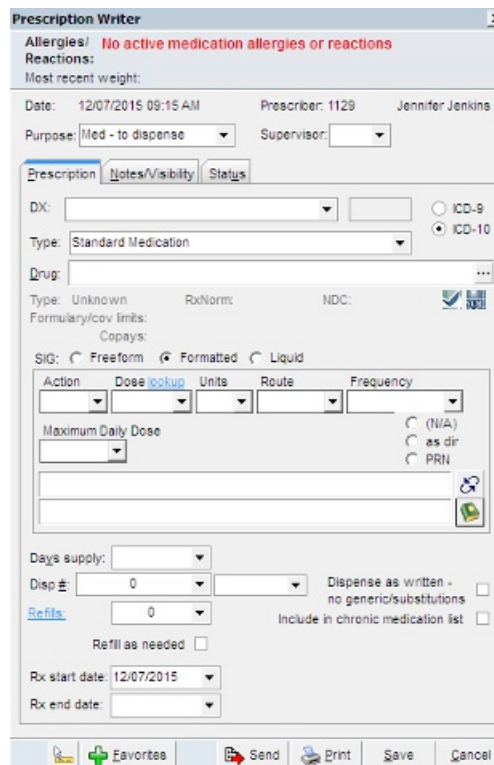15. Repeat the above steps for additional medication favorites.

Version 14.10

Overview

It is important to build a medication favorites list for ease of prescribing common medications, and, in the event of an Internet outage, medication favorites will be the only medications available when prescribing. This section will guide the users through the steps required to create a favorite medication. To make a medication a favorite:

1. From a chart, click the **Medications button** to open the medication list.
2. Click the **Add a new prescription** button ➕ .
3. The Allergy Warning window displays if the patient has any **ACTIVE** medication allergies or reactions. If none, go to step 5.

4. Click **OK** button.
5. The *Prescription Writer window* displays.

ℹ **Note**: The prescription window is set by default to open in the Med to dispense format.

6. Type the drug name (up to 35 characters) in the **Drug** field.
7. Press the **Enter** key *or* the **ellipse** button.
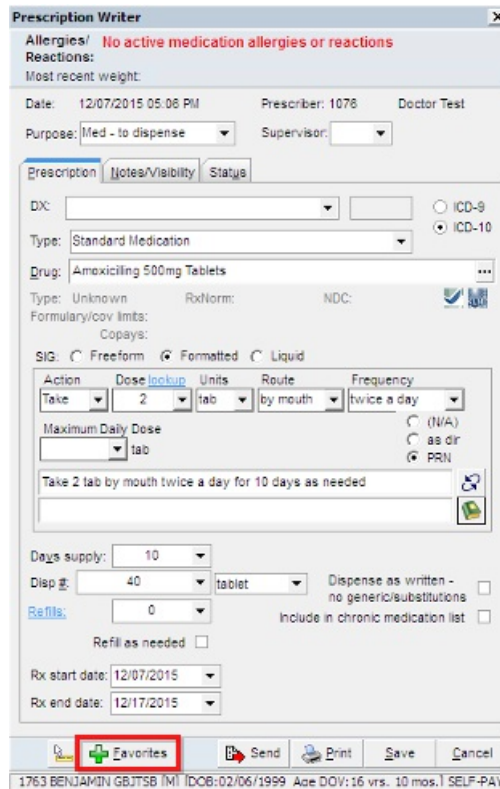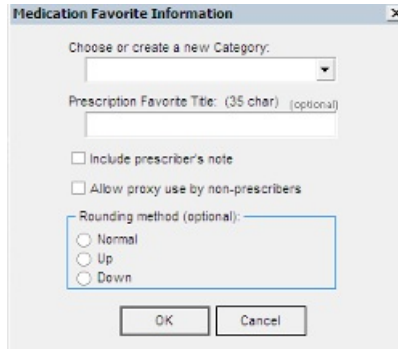8. The *Medication Finder window* displays.

9. A list of medications matching the search will display.

> **Note:** If the medication displays in the Matching Favorites tab, the medication is already in the medication favorites list.

10. Click the Master List tab.
11. Highlight the medication.
12. Click the **OK** button *or* double-click to select.
13. The *Prescription Writer window displays.*
14. Complete the window.
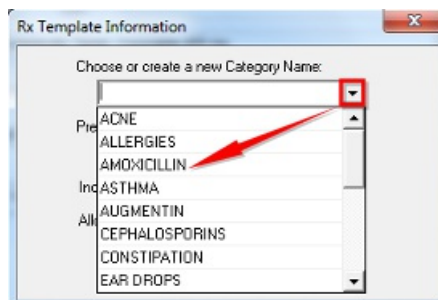15. Click the **Favorites** button.

16. A pop-up window will prompt you to assign the prescription a Category Name.

17. Click the drop-down arrow to select a medication category.
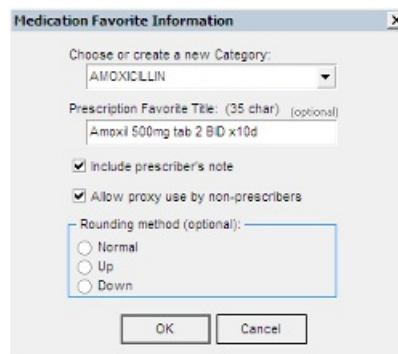
ℹ **Note**: You can either choose an existing category (e.g. Asthma), or create your own by typing directly into the field. You can also designate sub-categories if desired.

18. Assign a Prescription Template Title (usually the drug name).

19. If this is a medication you would like your nurses to be able to write from start to finish on your behalf, select the **Allow proxy use by non-prescribers** checkbox.

20. Click the **OK** button.