

# Adding a Medication to the Favorites List

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Version 14.19

## Overview

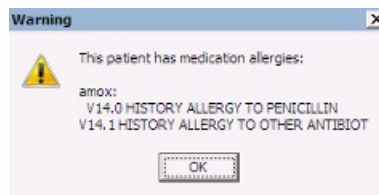
It is important to build a medication favorites list for ease of prescribing common medications, and, in the event of an Internet outage, medication favorites are the only medications available when prescribing. This section will guide the users through the steps required to create a medication favorite.

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

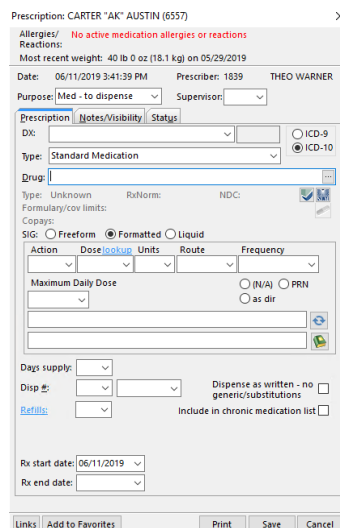


**Note:** It is best practice to select a test patient chart when creating the Practice medication favorites. The **Add to Favorites** button will only be visible to prescribing Providers.

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.

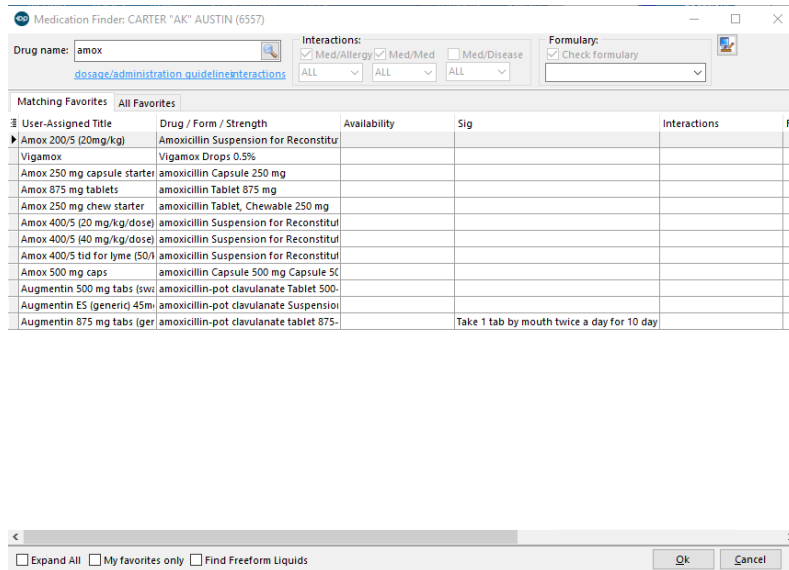


4. Click the **OK** button. The **Prescription** window is displayed.



A screenshot of the "Prescription" window for patient CARTER "AK" AUSTIN (6557). The window shows various fields for patient information, date, prescriber, and medication details. The "Drug:" field is empty. The "SIG:" field has radio buttons for "Freeform", "Formatted" (selected), and "Liquid". The "Action", "Dose", "Units", "Route", and "Frequency" fields are also visible. At the bottom, there is a "Links" section with an "Add to Favorites" button.

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



Medication Finder: CARTER "AK" AUSTIN (6557)

Drug name: amox

Interactions:  Med/Allergy  Med/Med  Med/Disease

Formulary:  Check formulary

Matching Favorites All Favorites

User-Assigned Title	Drug / Form / Strength	Availability	Sig	Interactions	Fo
Amox 200/5 (20mg/kg)	Amoxicillin Suspension for Reconstitu				
Vigamox	Vigamox Drops 0.5%				
Amox 250 mg capsule starter	amoxicillin Capsule 250 mg				
Amox 875 mg tablets	amoxicillin Tablet 875 mg				
Amox 250 mg chew starter	amoxicillin Tablet, Chewable 250 mg				
Amox 400/5 (20 mg/kg/dose)	amoxicillin Suspension for Reconstitu				
Amox 400/5 (40 mg/kg/dose)	amoxicillin Suspension for Reconstitu				
Amox 400/5 tid for Lyme (50)	amoxicillin Suspension for Reconstitu				
Amox 500 mg caps	amoxicillin Capsule 500 mg Capsule 50				
Augmentin 500 mg tabs (sw)	amoxicillin-pot clavulanate Tablet 500-				
Augmentin ES (generic) 45m	amoxicillin-pot clavulanate Suspension				
Augmentin 875 mg tabs (ger)	amoxicillin-pot clavulanate tablet 875-		Take 1 tab by mouth twice a day for 10 day		

Expand All  My favorites only  Find Freeform Liquids

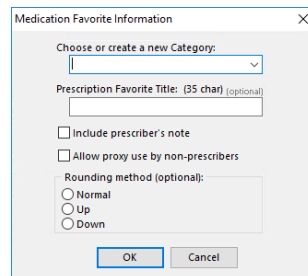
OK Cancel

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.



Medication Favorite Information

Choose or create a new Category:

Prescription Favorite Title: (35 char) (optional)

Include prescriber's note

Allow proxy use by non-prescribers

Rounding method (optional):

Normal

Up

Down

OK Cancel

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.

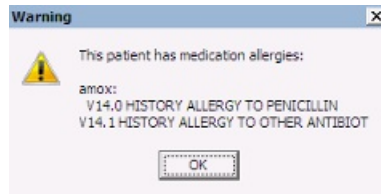
13. Click the **OK** button.
14. Click the **Cancel** to close the Prescription window.
15. Repeat the above steps for additional medication favorites.

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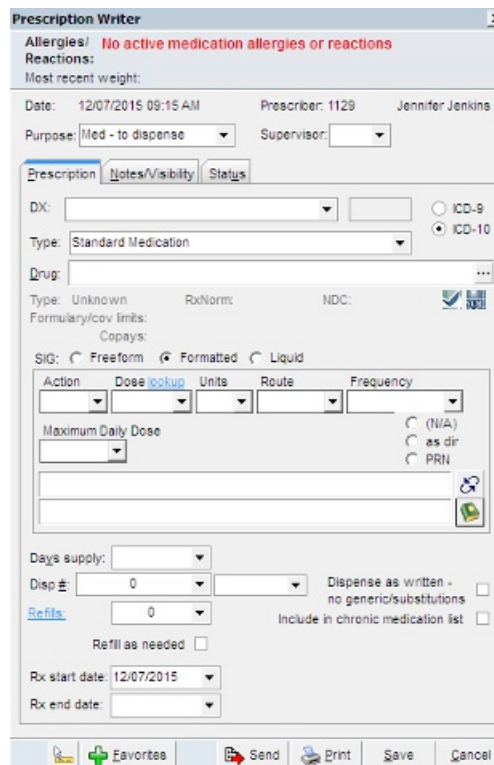
## Overview

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.



**Prescription Writer**

Allergies/ Reactions: **No active medication allergies or reactions**

Most recent weight:


Date: 12/07/2015 09:15 AM Prescriber: 1129 Jennifer Jenkins  
Purpose: Med - to dispense Supervisor:

Prescription | Notes/Visibility | Status

DX:   ICD-9  ICD-10

Type: Standard Medication

Drug:

Type: Unknown RxNorm: NDC: 

Formulary/cov limits: Copays:

SIG:  Freeform  Formatted  Liquid

Action	Dose <a href="#">lookup</a>	Units	Route	Frequency
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Maximum Daily Dose:   (N/A)  as dir  PRN






Days supply:

Disp:   Dispense as written - no generic/substitutions

Refills:  Include in chronic medication list

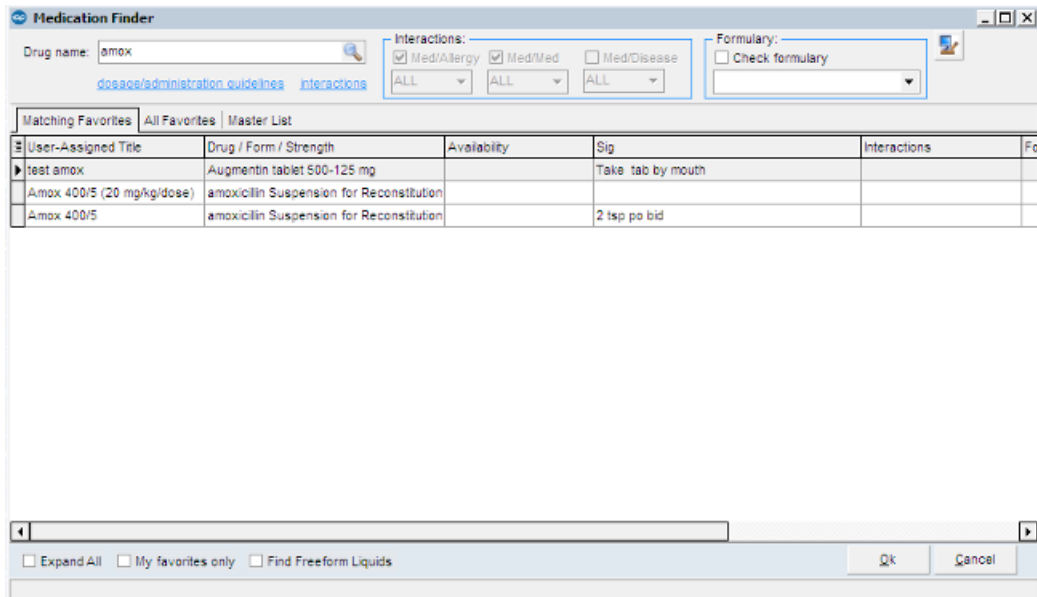
Refill as needed

Rx start date: 12/07/2015 Rx end date:

 Favorites  Send  Print  Save  Cancel

**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.

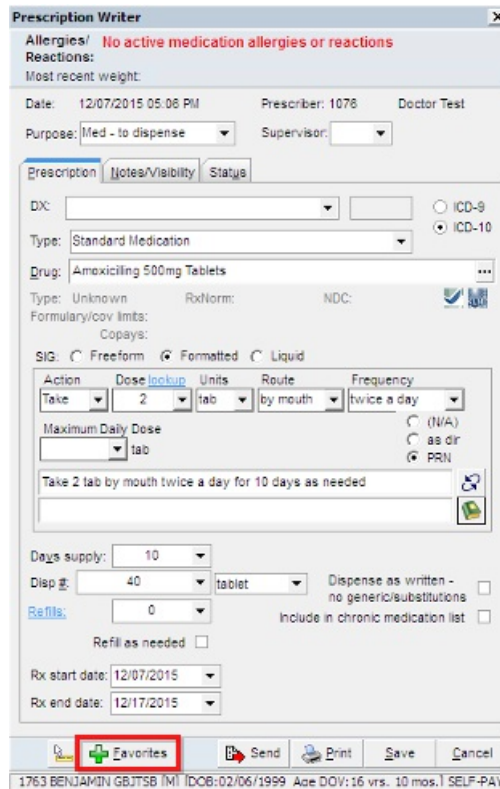


User-Assigned Title	Drug / Form / Strength	Availability	Sig	Interactions	Fo
test amox	Augmentin tablet 500-125 mg		Take tab by mouth		
Amox 400/5 (20 mg/kg/dose)	amoxicillin Suspension for Reconstitution				
Amox 400/5	amoxicillin Suspension for Reconstitution		2 tsp po bid		

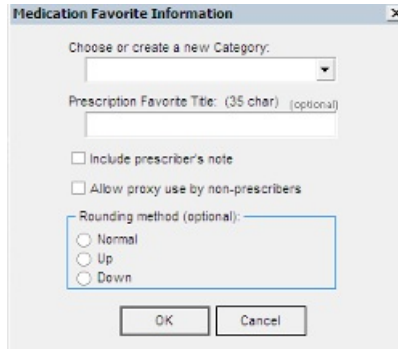
9. A list of medications matching the search will display.

**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.



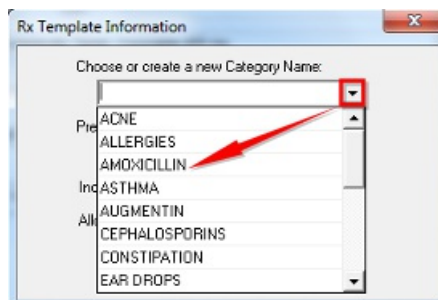
16. A pop-up window will prompt you to assign the prescription a Category Name.



The dialog box titled "Medication Favorite Information" contains the following fields and options:

- Choose or create a new Category: (empty dropdown)
- Prescription Favorite Title: (35 char) (optional) (empty text box)
- Include prescriber's note
- Allow proxy use by non-prescribers
- Rounding method (optional):
  - Normal
  - Up
  - Down
- OK and Cancel buttons.

17. Click the drop-down arrow to select a medication category.



The dialog box titled "Rx Template Information" shows a dropdown menu open with the following list of categories:

- ACNE
- ALLERGIES
- AMOXICILLIN
- ASTHMA
- AUGMENTIN
- CEPHALOSPORINS
- CONSTIPATION
- EAR DROPS

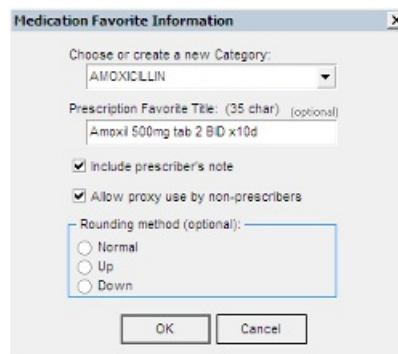
A red arrow points to the "AMOXICILLIN" option in the list.



**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.



The dialog box titled "Medication Favorite Information" is now populated with the following information:

- Choose or create a new Category: AMOXICILLIN
- Prescription Favorite Title: (35 char) (optional) Amoxil 500mg tab 2 BID x10d
- Include prescriber's note
- Allow proxy use by non-prescribers
- Rounding method (optional):
  - Normal
  - Up
  - Down
- OK and Cancel buttons.

20. Click the **OK** button.