

Important Content Update Message

We are currently updating the OP Help Center content for the release of OP 20. OP 20 (official version 20.0.x) is the certified, 2015 Edition, version of the Office Practicum software. This is displayed in your software (**Help tab > About**) and in the Help Center tab labeled Version 20.0. We appreciate your patience as we continue to update all of our content.

Delete a Medication from the Favorites List

Last Modified on 12/09/2019 3:46 pm EST

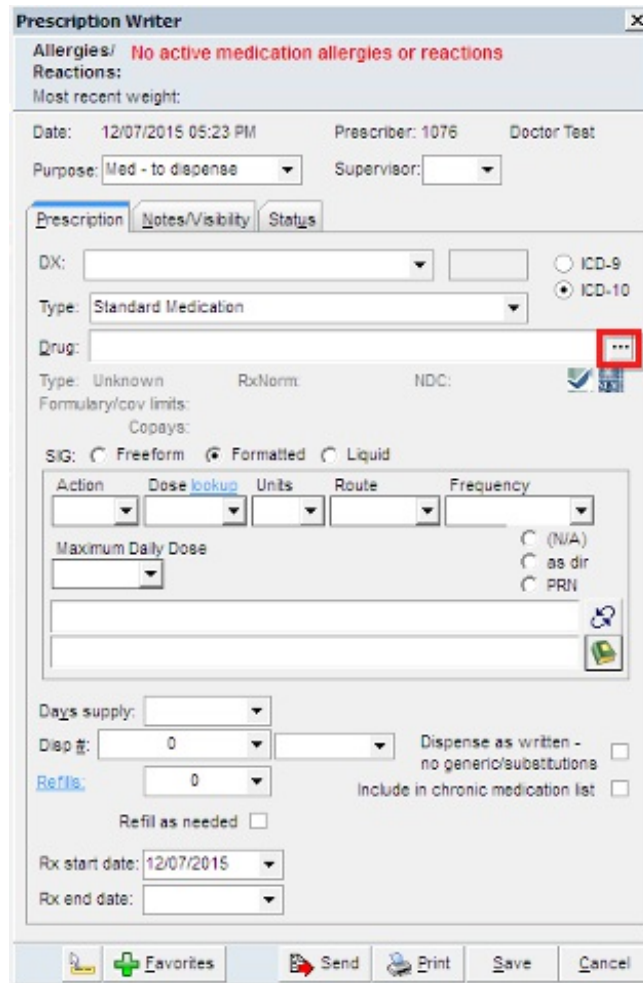
Version 14.19

Path: Utilities Menu > Manage Clinical Features > Medication Favorites
(Keyboard Shortcut keys: [Alt][U][F][M])

Overview

This section guides the users through the steps required to delete a favorite medication.

1. Follow the path above to reach the Medication Favorites window
or
 - a. From a chart, click the **Medications** button to open the medication list.
 - b. Click the **green plus sign** button. The Prescription Writer *window* is displayed.
 - c. Click the **ellipses** button to the right of the Drug Name field.



2. The *Medication Finder* window displays with the *All Favorites* tabs selected.
3. To expand a category, click the **plus** symbol.
4. Click to highlight the prescription in the grid that you would like to delete.
5. Click the **ellipse** button *under the Edit column*

Medication Finder

Drug name:

[lookup recommended dosage/administration guidelines](#)

Interactions: Med/Allergy Med/Med Med/Disease

Formulary: Check formulary

ALL ALL ALL

Matching Favorites All Favorites Master List

Category ▾

User-Assigned Title	Drug / Form / Strength	SIG Line 1	SIG Line 2	Edit
Category : ACNE				
Category : ALLERGIES				
Category : AMOXICILLIN				
Amox 200/5 (20mg/kg)	Amoxicillin Suspension for Reconstitutor		(5 mL = 1 tsp)	...
Amox 500	Amoxicillin Capsule 500 mg	Take 1 cap po bid for 10 days		...
Amox 400 chews	Amoxicillin Tablet, Chewable 400 mg	Take 1 tab po bid for 10 days		...
Amox 400/5 (20mg/kg/dose)	Amoxicillin Suspension for Reconstitutor	Take 2.53 mL po bid for 10 da	(5 mL = 1 tsp)	...
Amox caps 750 mg starter	Amoxicillin Capsule 250 mg	Take 3 cap po bid for 3 days		...
amox 400/5 round	Amoxicillin Suspension for Reconstitutor	Take 8.52 mL by mouth twice	(5 mL = 1 tsp) (8.52 mL = 681.	...
Amox 875	Amoxil Tablet 875 mg	Take 1 tab po bid for 10 days		...
Augmentin 400 chews	Augmentin Suspension for Reconstitutor	Take 1 tab po q12h with food		...
Category : ANTIBIOTICS				
Category : ASTHMA				

My favorites only

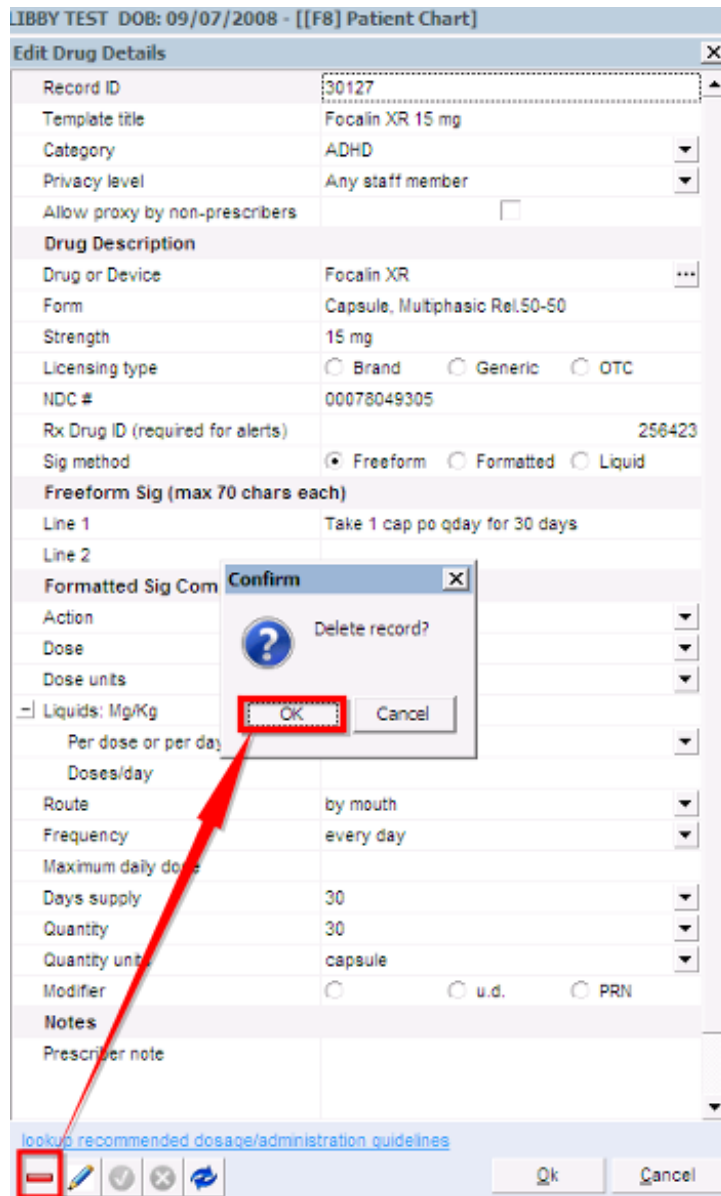
6. The Edit Drug Detail window displays.

Edit Drug Details ✕

Record ID	30127
Template title	Focalin XR 15 mg
Category	ADHD ▼
Privacy level	Any staff member ▼
Allow proxy by non-prescribers	<input type="checkbox"/>
Drug Description	
Drug or Device	Focalin XR ⋮
Form	Capsule, Multiphasic Rel.50-50
Strength	15 mg
Licensing type	<input type="radio"/> Brand <input type="radio"/> Generic <input type="radio"/> OTC
NDC #	00078049305
Rx Drug ID (required for alerts)	256423
Sig method	<input checked="" type="radio"/> Freeform <input type="radio"/> Formatted <input type="radio"/> Liquid
Freeform Sig (max 70 chars each)	
Line 1	Take 1 cap po qday for 30 days
Line 2	
Formatted Sig Components	
Action	Take ▼
Dose	1 ▼
Dose units	cap ▼
[-] Liquids: Mg/Kg	
Per dose or per day	day ▼
Doses/day	
Route	by mouth ▼
Frequency	every day ▼
Maximum daily dose	
Days supply	30 ▼
Quantity	30 ▼
Quantity units	capsule ▼
Modifier	<input type="radio"/> <input type="radio"/> u.d. <input type="radio"/> PRN
Notes	
Prescriber note	

[lookup recommended dosage/administration guidelines](#)

7. Click the **delete** button.
8. A confirmation dialog box asks: Delete record?



9. Click the **OK** button.
10. The All Favorites list is displayed.

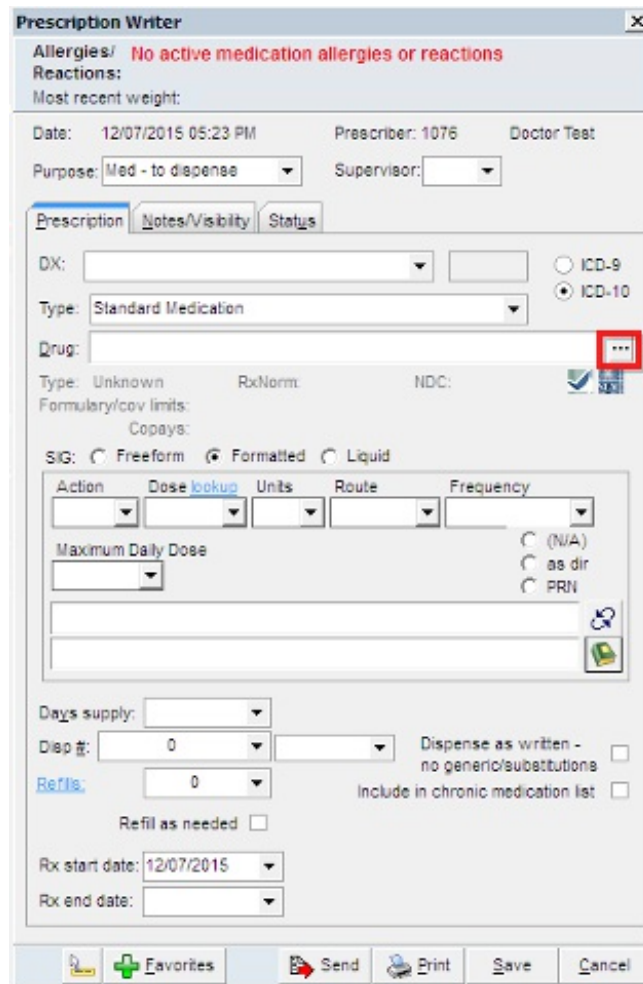
Version 14.10

Path: Utilities Menu > Manage Clinical Features > Medication Favorites
(Keyboard Shortcut keys: [Alt][U][F][M])

Overview

This section guides the users through the steps required to delete a favorite medication.

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or
 - a. From a chart, click the **Medications** button to open the medication list.
 - b. Click the green plus sign button.
 - c. The *Prescription Writer* window displays.
 - d. Click the **ellipse** button to the right of the Drug Name field.



2. The *Medication Finder* window displays with the *All Favorites* tabs selected.
3. To expand a category, click the **plus** symbol.
4. Click to highlight the prescription in the grid that you would like to delete.
5. Click the **ellipse** button *under the Edit column*

Medication Finder

Drug name:

[lookup recommended dosage/administration guidelines](#)

Interactions: Med/Allergy Med/Med Med/Disease

Formulary: Check formulary

ALL ALL ALL

Matching Favorites All Favorites Master List

Category ▾

User-Assigned Title	Drug / Form / Strength	SIG Line 1	SIG Line 2	Edit
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Amox 200/5 (20mg/kg)	Amoxicillin Suspension for Reconstitutor		(5 mL = 1 tsp)	...
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Amox 400/5 (20mg/kg/dose)	Amoxicillin Suspension for Reconstitutor	Take 2.53 mL po bid for 10 da	(5 mL = 1 tsp)	...
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Category : ANTIBIOTICS				
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My favorites only

6. The *Edit Drug Detail* window displays.

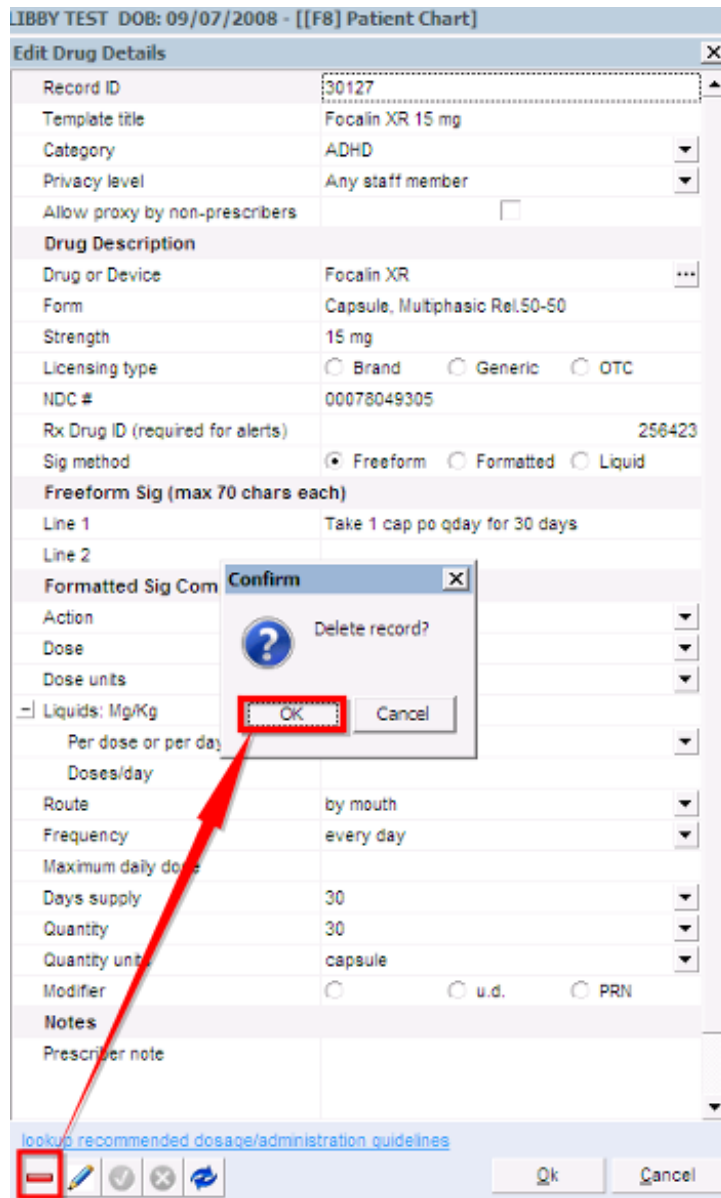
Edit Drug Details

Record ID	30127
Template title	Focalin XR 15 mg
Category	ADHD
Privacy level	Any staff member
Allow proxy by non-prescribers	<input type="checkbox"/>
Drug Description	
Drug or Device	Focalin XR
Form	Capsule, Multiphasic Rel.50-50
Strength	15 mg
Licensing type	<input type="radio"/> Brand <input type="radio"/> Generic <input type="radio"/> OTC
NDC #	00078049305
Rx Drug ID (required for alerts)	256423
Sig method	<input checked="" type="radio"/> Freeform <input type="radio"/> Formatted <input type="radio"/> Liquid
Freeform Sig (max 70 chars each)	
Line 1	Take 1 cap po qday for 30 days
Line 2	
Formatted Sig Components	
Action	Take
Dose	1
Dose units	cap
Liquids: Mg/Kg	
Per dose or per day	day
Doses/day	
Route	by mouth
Frequency	every day
Maximum daily dose	
Days supply	30
Quantity	30
Quantity units	capsule
Modifier	<input type="radio"/> <input type="radio"/> u.d. <input type="radio"/> PRN
Notes	
Prescriber note	

[lookup recommended dosage/administration guidelines](#)

7. Click the **delete** button.
8. A pop-up window will prompt you to confirm: "Delete record?"



9. Click the **OK** button.
10. The All Favorites list displays.