Edit a Medication in the Favorites List

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Version 20.8

> **Path: Clinical Tab > Medication Favorites**

Overview

This section guides the users through the steps required to edit a medication saved in the medication favorites list.

Edit Medication Favorites from Medication Favorites

1. If you have proper access, go to **Clinical tab > Medication Favorites**.
2. The **Medication Finder** window opens to the **All Favorites** tab.
3. To expand a category, click the **plus symbol**.
4. Click to highlight the prescription in the grid that you would like to edit.
5. Click the **ellipsis** button under the Edit column. The Edit Drug Details window opens.
6. Click the **Edit** button and make changes to the information in the window.

> 📌 **Note**: The following fields in the Edit Drug Details window are locked for medications tied to an NDC#.
> - **Form**
> - **Strength**
> - **Licensing type**
> - **NDC #**
> - **Rx Drug ID**
>
> If you need to edit any of the above Drug Details fields you must click the ellipsis button and select a new drug with a valid corresponding NDC #.

7. Click the **Save** button.
8. Click the **OK** button.

Edit a Medication Favorite from the Patient Chart

1. Navigate to Patient Chart and search for and select a patient. It is recommended that you use a test patient.

> 💡 **Tip:** It is recommended that you use a test patient if editing medication favorites from a patient chart.

2. Click **Medications** then click the **New** button to open the **Prescription** window.
3. Click the **ellipsis** button to open the **Medication Finder** window.
4. To expand a category, click the **plus symbol**.
5. Click to highlight the prescription in the grid that you would like to edit.
6. Click the **ellipsis** button under the Edit column. The Edit Drug Details window opens.
7. Click the **Edit** button and make changes to the information in the window.

> **Note**: The following fields in the Edit Drug Details window are locked for medications tied to an NDC#.
> - **Form**

- **Strength**
- **Licensing type**
- **NDC #**
- **Rx Drug ID**

If you need to edit any of the above Drug Details fields you must click the ellipsis button and select a new drug with a valid corresponding NDC #.

8. Click the **Save** button.
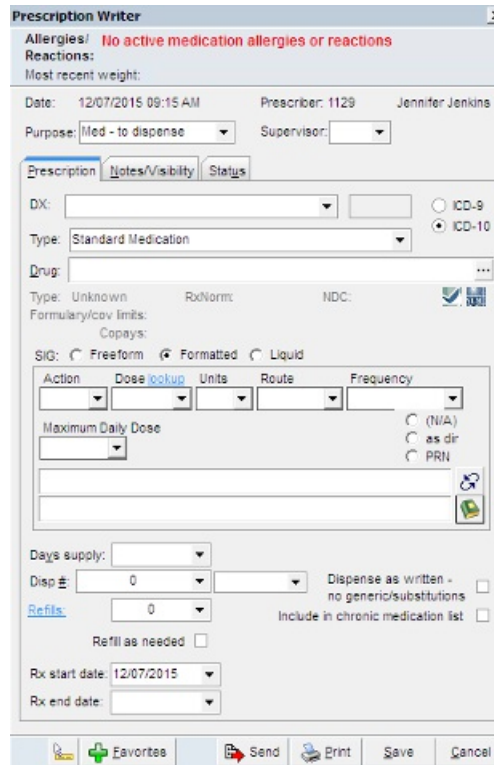9. Click the **OK** button.

Version 20.7

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 edit a medication saved in the medication favorites list.

Edit Medication Favorites from Medication Favorites

1. If you have proper access, go to **Utilities > Manage Clinical Features > Medication Favorites**
2. The **Medication Finder** window opens to the **All Favorites** tab.
3. To expand a category, click the **plus symbol**.
4. Click to highlight the prescription in the grid that you would like to edit.
5. Click the **ellipsis** button under the **Edit** column. The **Edit Drug Details** window opens.
6. Click the **Edit** button .
7. Make changes on the window.

Note: The following fields in the Edit Drug Details window are locked for medications tied to an NDC#.
- **Form**
- **Strength**
- **Licensing type**
- **NDC #**
- **Rx Drug ID**

If you need to edit any of the above Drug Details fields you must click the ellipsis button and select a new drug with a valid corresponding NDC #.
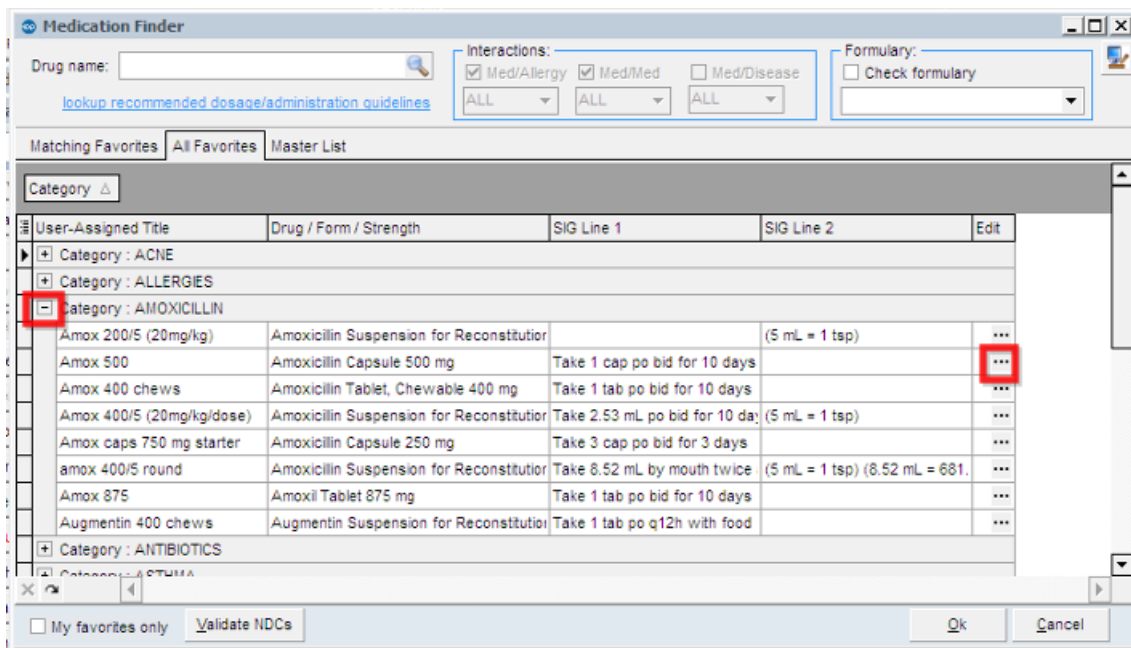
8. Click the **Save** button .
9. Click the **OK** button.

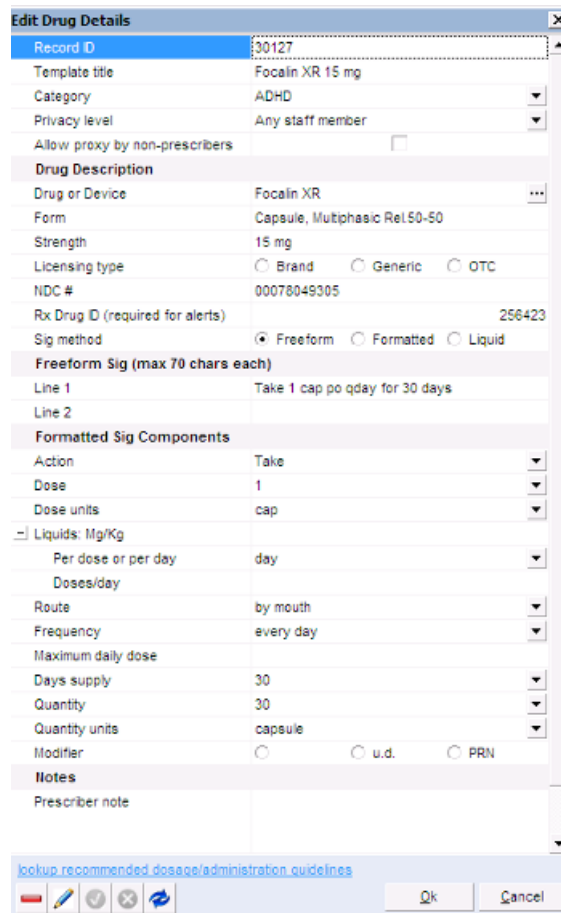## Edit a Medication Favorite from the Patient Chart

1. From a patient chart, search for a patient. It is recommended that you use a test patient.
2. Click the **Medications** tab.
3. Click the **Add** button to open the **Prescription Writer** window.

4. Click the **ellipsis** button to open the **Medication Finder** window
5. To expand a category, click the **plus symbol**.
6. Click to highlight the prescription in the grid that you would like to edit.
7. Click the **ellipsis** button under the **Edit** column. The **Edit Drug Details** window opens.

8. Click the **Edit** button [pencil icon].
9. Make changes to the window.

> **Note**: The following fields in the Edit Drug Details window are locked for medications tied to an NDC#.
> - **Form**
> - **Strength**
> - **Licensing type**
> - **NDC #**
> - **Rx Drug ID**
>
> If you need to edit any of the above Drug Details fields you must click the ellipsis button and select a new drug with a valid corresponding NDC #.

10. Click the **Save** button [green check icon].
11. Click the **OK** button.