ePrescribing: How Do I...

Last Modified on 11/28/2023 12:07 pm EST

Version 21.3

Overview

This page covers the following topics:

How Do I Fix Favorite Prescriptions for Obsolete Drugs?

Every day it seems that branded medications are going off the market once their patent expires and generic competition increases. This can be frustrating for our users when they search for a particular drug. For example, Elavil has been off the market for many years, being replaced by generic product, amitriptyline. However, many providers are more familiar with the name Elavil. So, when they are searching for the medication and the user can't find it in our application, they tend to create a free text drug.

In order to avoid missing out on important clinical alerts for these drugs,**click here** to edit the favorites list.

By taking these steps, you can ensure that the prescription you have written is of the highest quality.

How Do I Import Medication History?

The Medication Hx button is located on each individual patient's medication list. It functions in conjunction with a practice using ePrescribing through OP. When you click the button in a patient's medication list, it will query the Rx Hub/SureScripts network for any previously ePrescribed medications. In order for this to work on a patient basis, patients need to have valid eligibility of their pharmacy benefits through the Rx Hub. To import the patient's medication history, perform the following:

1. From the Patient Chart, click **Medications** in the Clinical section of the Window Navigation Panel.
2. Click the **Med History** button in the top right of the window.
3. Select the **Time Frame** from the pop-up box.
4. Click the **OK** button.

If the patient does not have eligibility, a pop-up box is displayed to notify you. If you do not have ePrescribing credentials, this feature will not work properly.

The medications are imported as reference medications into OP, which helps a practice validate prescription details and previously filled prescriptions accurately.

How Do I Add a Pharmacy to the Master List?

Always ensure the pharmacy is not in the master list. It is best to search by the pharmacy zip code. Office Practicum updates the Pharmacy Master list directly from SureScripts on a monthly basis. If you are unable to locate a pharmacy in the master list, contact the pharmacy to ensure they are part of the SureScripts network. If the pharmacy is not part of the SuresScripts network, the pharmacy should contact SureScripts to be added to the network. If the pharmacy is part of the SureScripts network and the Master List search for the pharmacy has been unsuccessful, please contact **OP Support**.

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If a medication does not exist on the master list and it exists on the FDA website, please open **a support ticket** with Office Practicum. Include the following items:

- Name of the medication
- NDC number of the medication

Note: Dr. First will *not* add any medications that the FDA has listed as discontinued.

How Do I Change the Status of a Prescription from Failed to Something Else?

1. Click **e-Prescribing** in the Clinical section of the Main Navigation Panel.
2. Select the **Prescription**.
3. Click the **Edit** button in the top left corner of the screen.
4. Click the **Status** tab.
5. Select **Printed**, **Called** or **Faxed** from the **Most Recent Action** drop-down menu.
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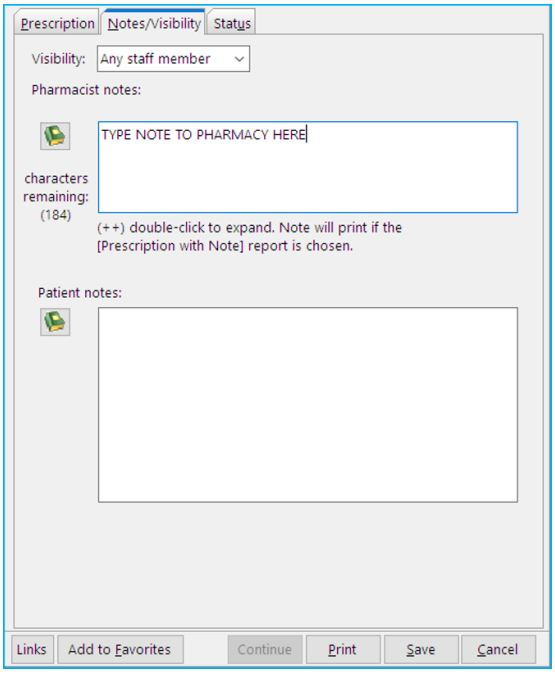
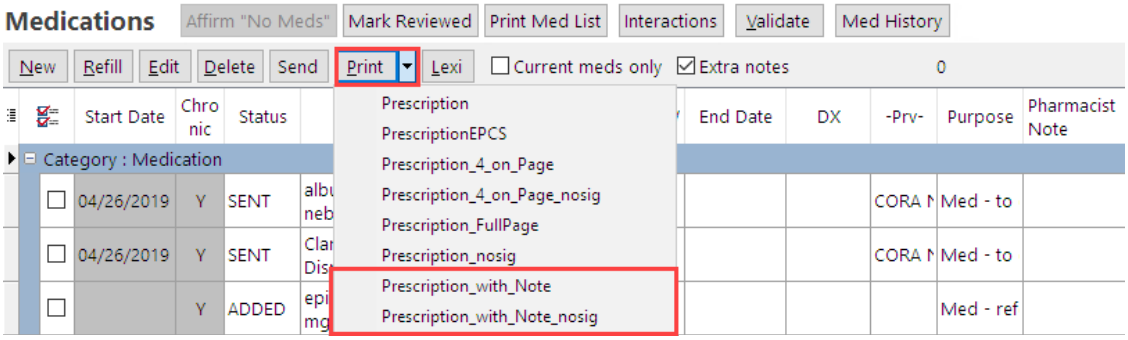
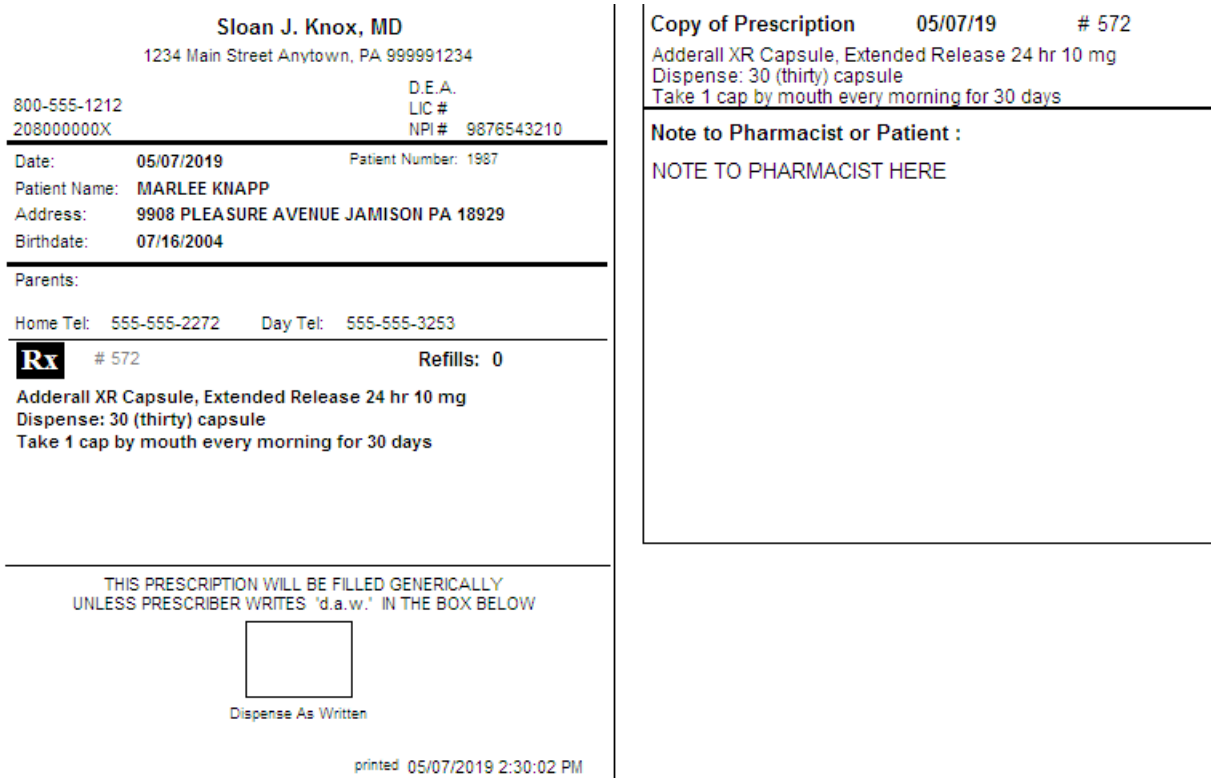
Currently, we are not able to electronically send messages to the pharmacy. In order to do this, the physician must write the prescription and print it using the Print drop-down menu.


Prescription
Notes/Visibility
Status
Visibility:
Any staff member
Pharmacist notes:
TYPE NOTE TO PHARMACY HERE
characters remaining: (184)
(++) double-click to expand. Note will print if the [Prescription with Note] report is chosen.
Patient notes:
Links
Add to Favorites
Continue
Print
Save
Cancel


Medications
Affirm "No Meds"
Mark Reviewed
Print Med List
Interactions
Validate
Med History
New
Refill
Edit
Delete
Send
Print
Lexi
Current meds only
Extra notes
0
Start Date
Chronic
Status
End Date
DX
-Prv-
Purpose
Pharmacist Note
Category : Medication
04/26/2019
Y
SENT
CORA
Med - to
04/26/2019
Y
SENT
CORA
Med - to
Y
ADDED
Med - ref
Prescription
PrescriptionEPCS
Prescription_4_on_Page
Prescription_4_on_Page_nosig
Prescription_FullPage
Prescription_nosig
Prescription_with_Note
Prescription_with_Note_nosig



Sloan J. Knox, MD
1234 Main Street Anytown, PA 999991234
800-555-1212
208000000X
D.E.A.
LIC #
NPI # 9876543210

Date: 05/07/2019 Patient Number: 1987
Patient Name: MARLEE KNAPP
Address: 9908 PLEASURE AVENUE JAMISON PA 18929
Birthdate: 07/16/2004

Parents:

Home Tel: 555-555-2272 Day Tel: 555-555-3253

Rx # 572 Refills: 0

Adderall XR Capsule, Extended Release 24 hr 10 mg
Dispense: 30 (thirty) capsule
Take 1 cap by mouth every morning for 30 days

THIS PRESCRIPTION WILL BE FILLED GENERICALLY
UNLESS PRESCRIBER WRITES 'd.a.w.' IN THE BOX BELOW

Dispense As Written

printed 05/07/2019 2:30:02 PM

Copy of Prescription 05/07/19 # 572
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Dispense: 30 (thirty) capsule
Take 1 cap by mouth every morning for 30 days

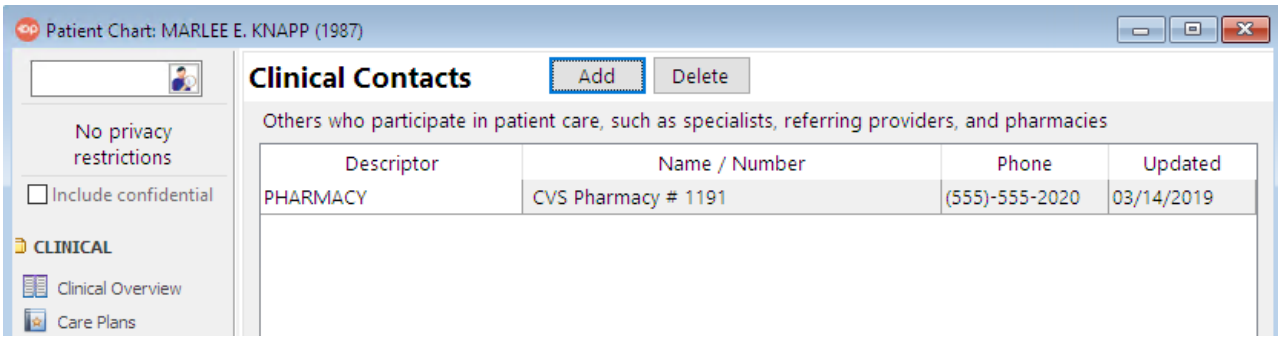
Note to Pharmacist or Patient :

NOTE TO PHARMACIST HERE

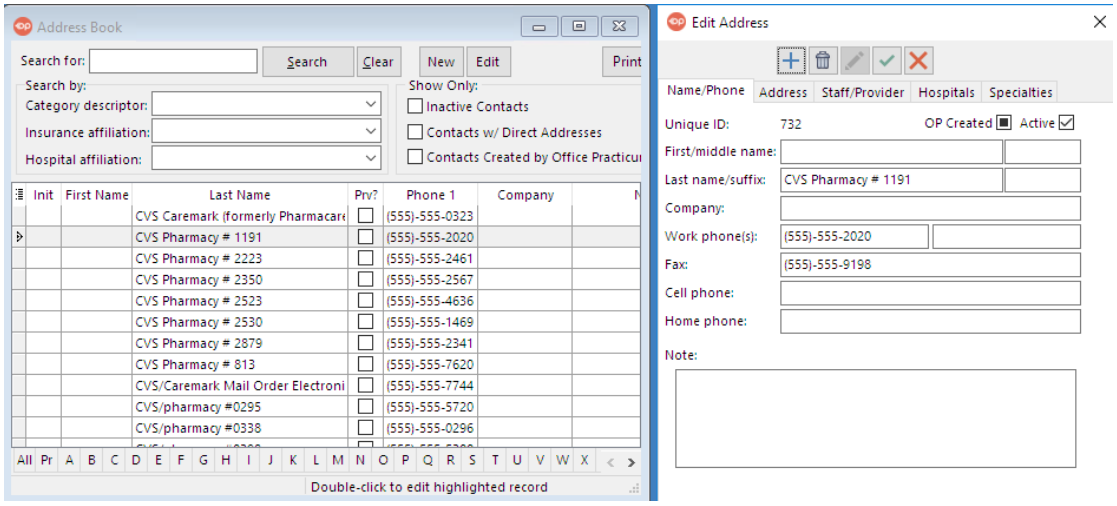
How Do I Link a Pharmacy to a Patient During Registration?

Currently, there is no way to add a pharmacy to a patient's ePrescribing favorites before a prescription is written. However, we do have two options that may assist in this process.

1. Enter a pharmacy proactively in the **Patient Chart** button **> Clinical Contacts**. This information can then be accessed by the doctors to aid them in selecting the correct pharmacy from the master list.



Note: Enter as much information in the **First Name** field for the contact in the address book. It makes it easier for the doctor to locate when charting.



2. The physician can write a prescription and an office staff member will find the correct pharmacy from the master list and send it on the doctors behalf.

> **Note**: Any staff member that requires this functionally must register to obtain a unique E-prescribing specific username and password. For more information on the different e-prescribing roles: **DrFirst Roles**.

How Do I Check Insurance Formularies?

1. From the Patient Chart, click **Medications** (in the Clinical section of the Window Navigation Panel or click **Insurance** (from the the Account section of the Window Navigation Panel.
2. Click the **Validate** button.
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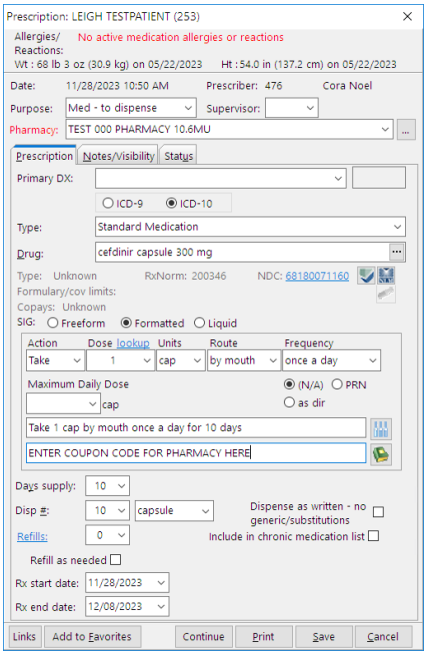
    - For a full list of connected payers visit **https://surescripts.com/network-alliance/eprescribing-payers-and-pbms/**
4. Once this is completed, add a **Medication** (Click the **+** button in the top left corner)and search the master list for the drug.
5. Ensure the **Check Formulary** checkbox is selected in the Medication Finder window.

If any data exists, it will populate in the Copay Information Section of the patient's chart.

How Do I Enter Coupon Codes?

The coupon codes for prescriptions should be entered in the SIG when writing the prescriptions.

If you would like to save coupon codes on a future prescription, save the medication with the coupon code as a medication favorite. Click **here** for instructions on saving medication favorites.



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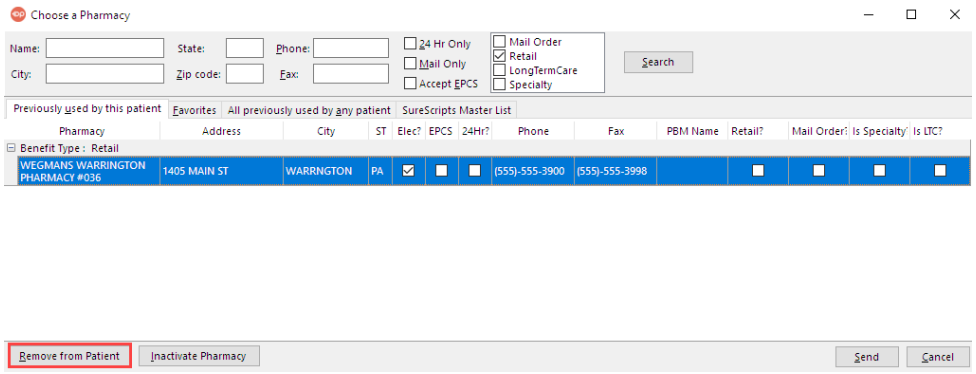

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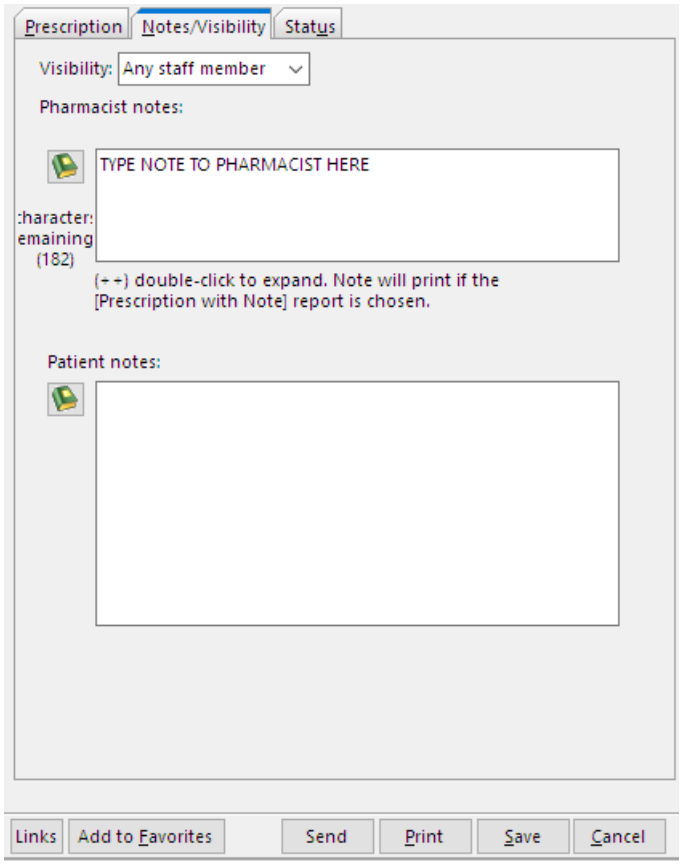

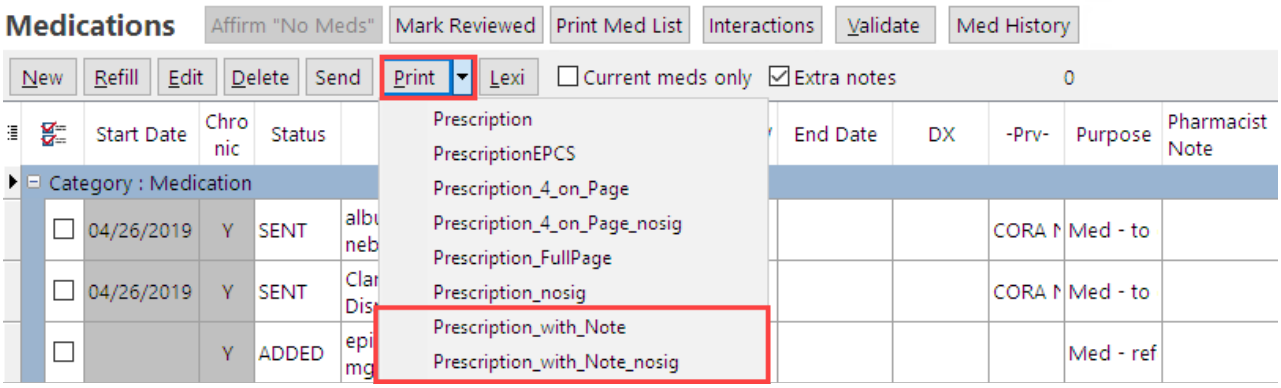

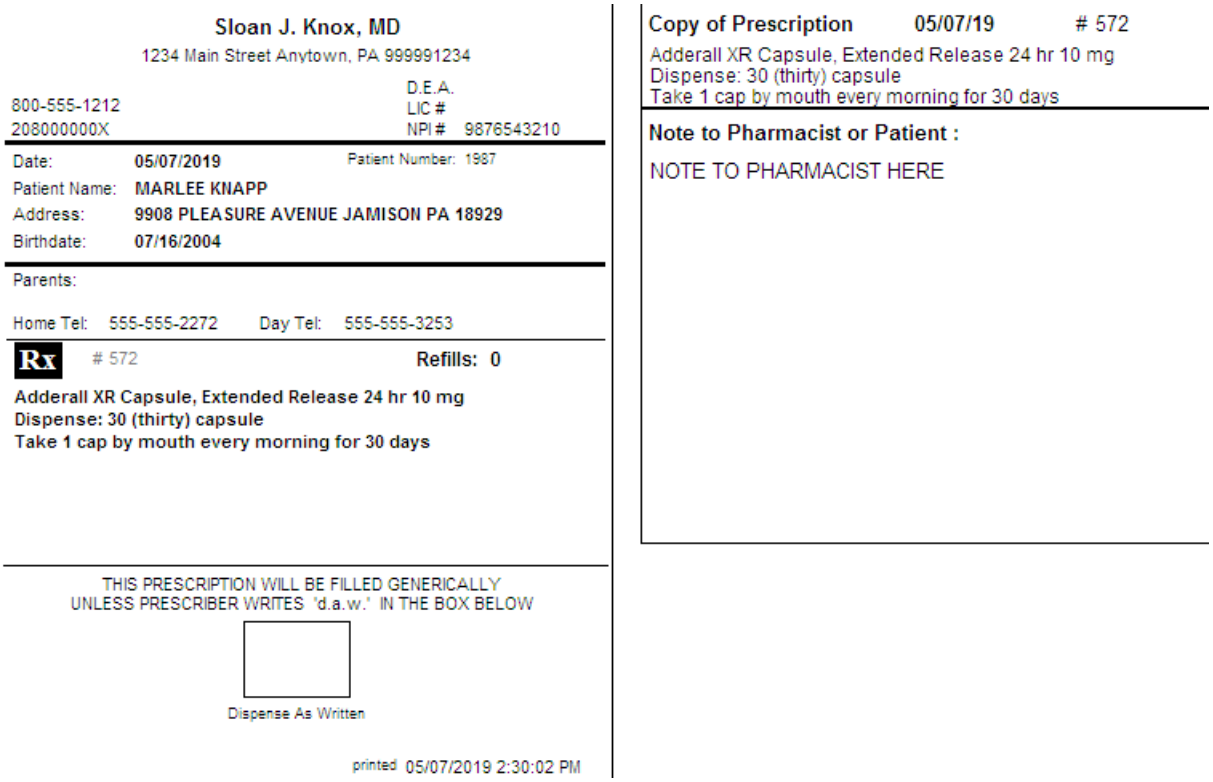

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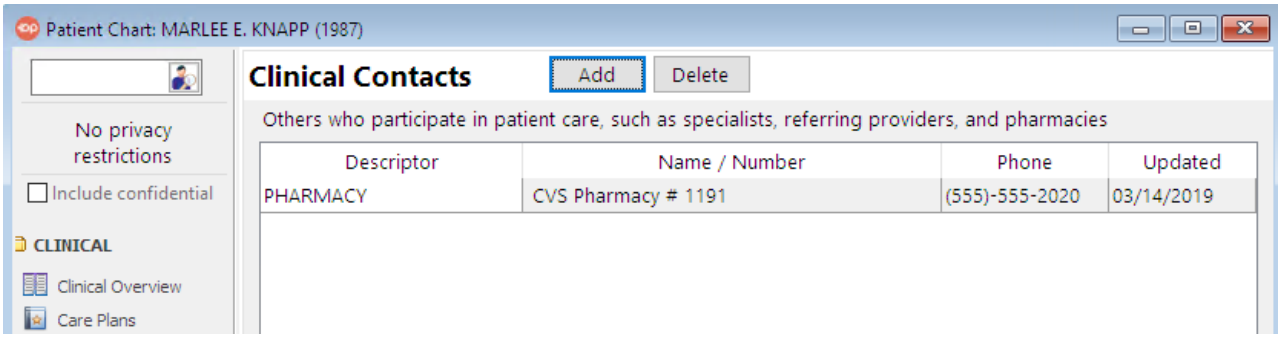

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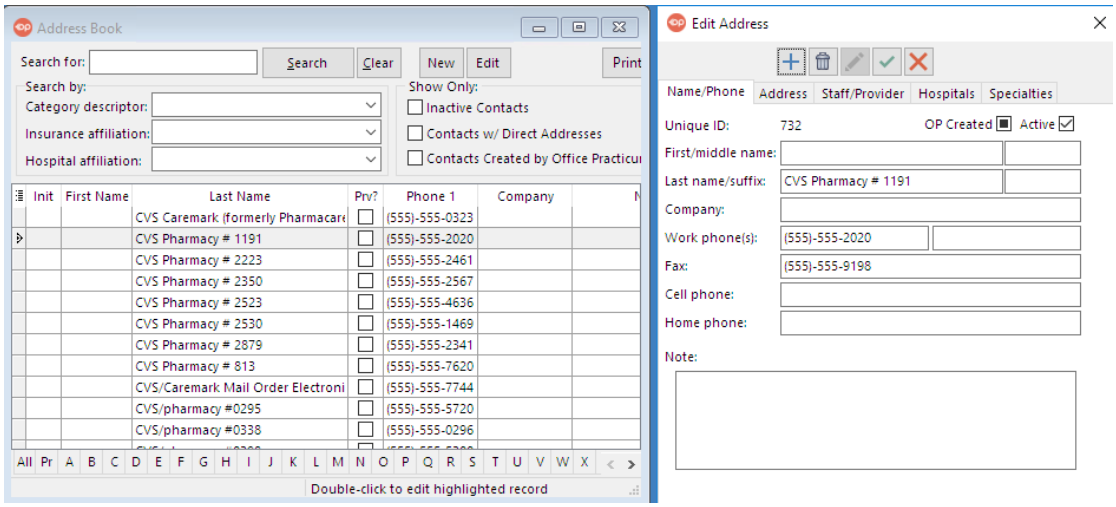

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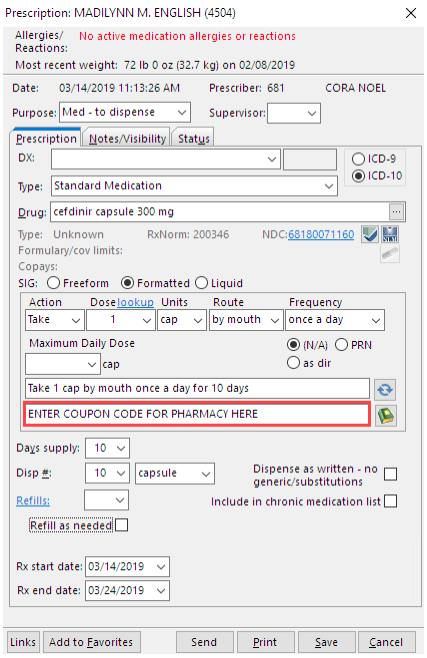

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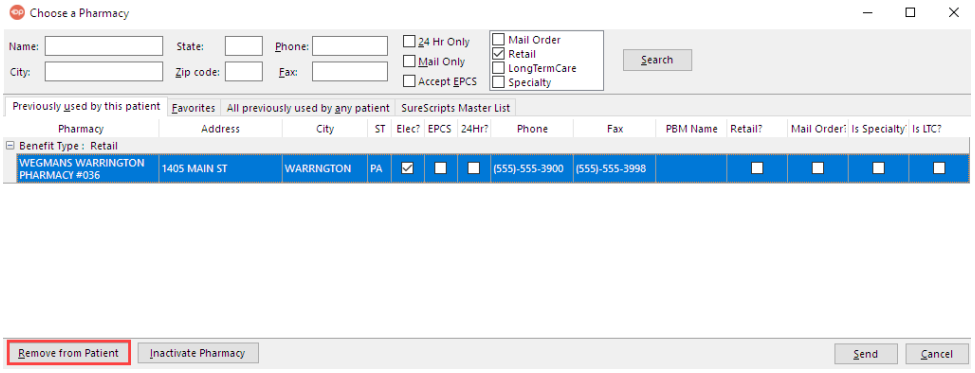
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