Prescribing as a Proxy or Provider Agent

Last Modified on 11/28/2023 12:00 pm EST

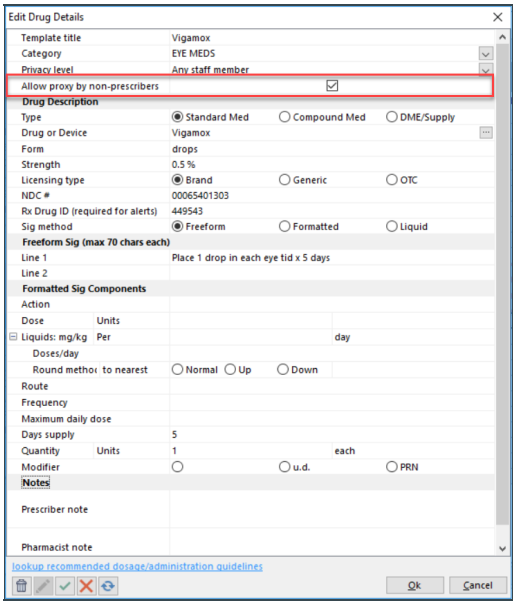
Version 21.3

Requirements for Proxy Prescribing

- Each Proxy prescriber (e.g. telephone triage nurse or scribe) to whom you would like to enable Proxy privileges should be authorized via a **Provider Agent Agreement** form. You may fax the form directly to OP at 267-960-2753. If you have additional questions, please contact your Account Manager or email *solutions@officepracticum.com*.
- Each person with Proxy privileges must have Proxy selected on the e-Prescribing tab of their user profile.
- Medications that can be proxy prescribed must be in the Medication Favorites list. See Edit Medication Favorites for Proxy Prescribing below.
- Medications that can be proxy prescribed must have **Allow proxy by non-prescribers** checked. See Set Proxy Privileges When Prescribing a Medication below.

Edit Medication Favorites for Proxy Prescribing

1. Navigate to the Medication Finder window: **Clinical tab > Medication Favorites**
2. Locate the medication that requires editing by clicking the **+** to expand a Category.
3. Select the **Medication** to edit, and click the **ellipsis** button [...] located in the Edit column.
4. Click the **Allow proxy by non-prescribers** checkbox.

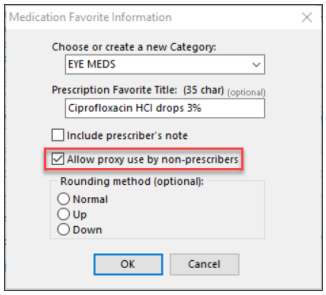


5. Click the **OK** button.
6. Repeat for all additional medications for which you will allow proxy prescribing.

Set Proxy Privileges When Prescribing a Medication

1. From a patient chart or while charting a visit note:

   a. Select **Medications** and click the **New** button.
   b. Complete the prescription and click the **Add to Favorites** button.
   c. The Medication Favorite Information window displays. Complete the window selecting the Allow proxy use by non-prescribers checkbox.

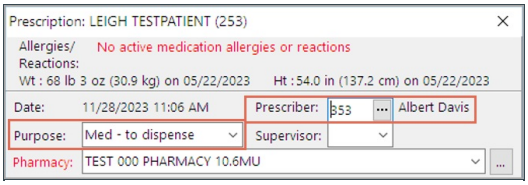


d. Click the **OK** button.

Prescribing a Medication as a Proxy Prescriber

1. From a patient chart or while charting a visit note:

   a. Select **Medications** and click the **New** button.
   b. Click the **Purpose** drop-down and select **Med - to dispense**.
   c. Click the ellipses button in the **Prescriber** field, select the prescribing provider from the Address Book.



   d. Select a **Pharmacy**:
      - If a Pharmacy was recently used for the patient, click the Pharmacy **drop-down** and select the Pharmacy.
      - If a Pharmacy was not recently used for this patient, click the **ellipsis** button. The **Choose a Pharmacy** window will open.
        - If a pharmacy was previously selected, the Previously used by this patient tab will be active.
        - If no pharmacy was previously used, search the other tabs.
   e. In the **Drug** field, begin typing the medication name, click the **Ellipsis** button, or press the **Enter** key.
   f. From the Medication Finder window, select the medication by double-clicking or highlight the medication and click the **OK** button.

Note: If the medication does not display in the Favorites List it has not been set to allow proxy prescribing.

   f. Review or complete the prescription.
   g. Click the **Continue** button
   h. The **eRx Summary** page will open. Confirm the prescription then click the **Send** button.

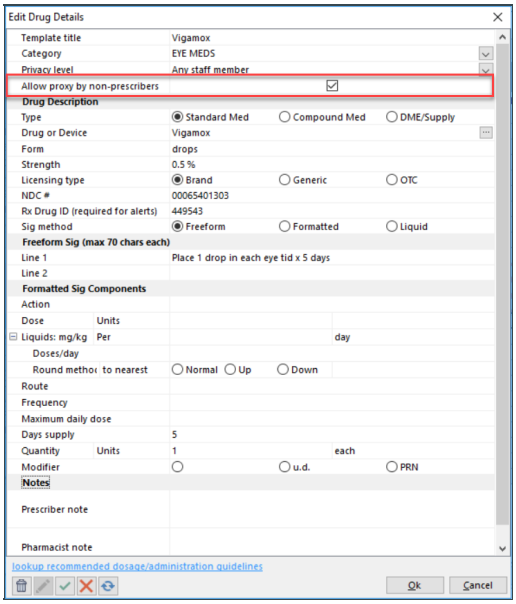
Version 21.2

Requirements for Proxy Prescribing

- Each Proxy prescriber (e.g. telephone triage nurse or scribe) to whom you would like to enable Proxy privileges should be authorized via a **Provider Agent Agreement** form. You may fax the form directly to OP at 267-960-2753. If you have additional questions, please contact your Account Manager or email *solutions@officepracticum.com*.
- Each person with Proxy privileges must have Proxy selected on the e-Prescribing tab of their user profile.
- Medications that can be proxy prescribed must be in the Medication Favorites list. See Edit Medication Favorites for Proxy Prescribing below.
- Medications that can be proxy prescribed must have **Allow proxy by non-prescribers** checked. See Set Proxy Privileges When Prescribing a Medication below.

Edit Medication Favorites for Proxy Prescribing

1. Navigate to the Medication Finder window: **Clinical tab > Medication Favorites**
2. Locate the medication that requires editing by clicking the **+** to expand a Category.
3. Select the **Medication** to edit, and click the **ellipsis** button [...] located in the Edit column.
4. Click the **Allow proxy by non-prescribers** checkbox.

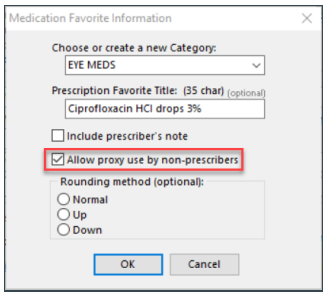


5. Click the **OK** button.
6. Repeat for all additional medications for which you will allow proxy prescribing.

Set Proxy Privileges When Prescribing a Medication

1. From a patient chart or while charting a visit note:

   a. Select **Medications** and click the **New** button.
   b. Complete the prescription and click the **Add to Favorites** button.
   c. The Medication Favorite Information window displays. Complete the window selecting the Allow proxy use by non-prescribers checkbox.

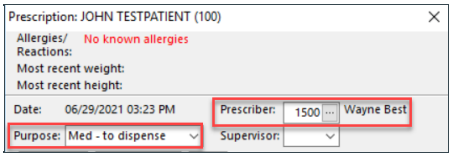


   d. Click the **OK** button.

Prescribing a Medication as a Proxy Prescriber

1. From a patient chart or while charting a visit note:

   a. Select **Medications** and click the **New** button.
   b. Click the Purpose drop-down and select Med - to dispense.
   c. Click the ellipses button in the Prescriber field, select the prescribing provider from the Address Book.



d. In the **Drug** field, begin typing the medication name, click the **Ellipsis** button, or press the **Enter** key.
e. From the Medication Finder window, select the medication by double-clicking or highlight the medication and click the **OK** button.

> **Note**: If the medication does not display in the Favorites List it has not been set to allow proxy prescribing.

f. Review or complete the prescription.
g. Click the **Send** button, the **Choose a Pharmacy** window displays.

- If a pharmacy was previously selected, the Previously used by this patient tab will be active.
- If no pharmacy was previously used, search the other tabs.

h. Select the Pharmacy and click the **Send** button.
i. The **eRx Summary** page will open, confirm the prescription then click the **Send** button.