

# Prescribing as a Proxy or Provider Agent


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

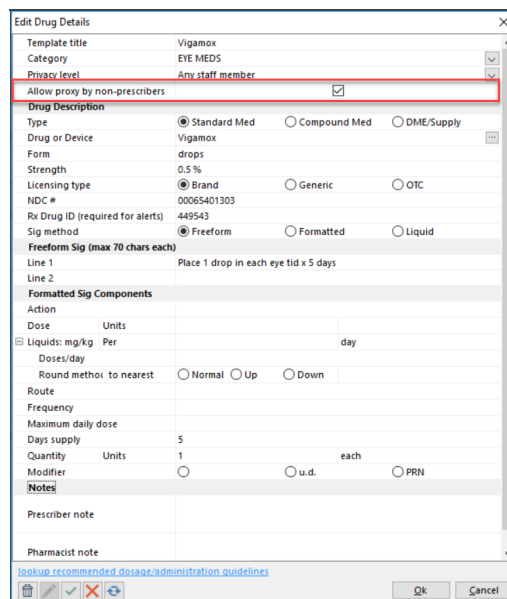
Version 21.3

## 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](mailto: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

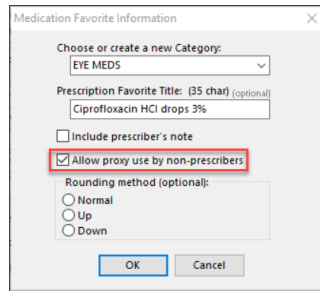
1. Navigate to the Medication Finder window: **Clinical tab > Medication Favorites**
2. Locate the medication that requires editing by clicking the **+** to expand a Category.
3. Select the **Medication** to edit, and click the **ellipsis** button  located in the Edit column.
4. Click the **Allow proxy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



Medication Favorite Information

Choose or create a new Category:  
EYE MEDS

Prescription Favorite Title: (35 char) (optional)  
Ciprofloxacin HCl drops 3%

Include prescriber's note

Allow proxy use by non-prescribers

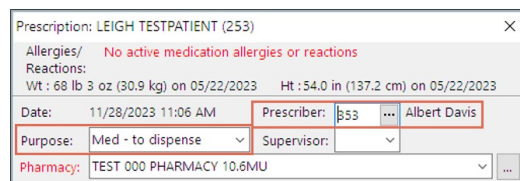
Rounding method (optional):  
 Normal  
 Up  
 Down

OK Cancel

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.



Prescription: LEIGH TESTPATIENT (253)

Allergies/ Reactions: No active medication allergies or reactions

Wt: 68 lb 3 oz (30.9 kg) on 05/22/2023    Ht: 54.0 in (137.2 cm) on 05/22/2023

Date: 11/28/2023 11:06 AM    Prescriber: 553 ... Albert Davis

Purpose: Med - to dispense    Supervisor: ...

Pharmacy: TEST 000 PHARMACY 10.6MU

- d. Select a **Pharmacy**:
  - o If a Pharmacy was recently used for the patient, click the Pharmacy **drop-down** and select the Pharmacy.
  - o 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.

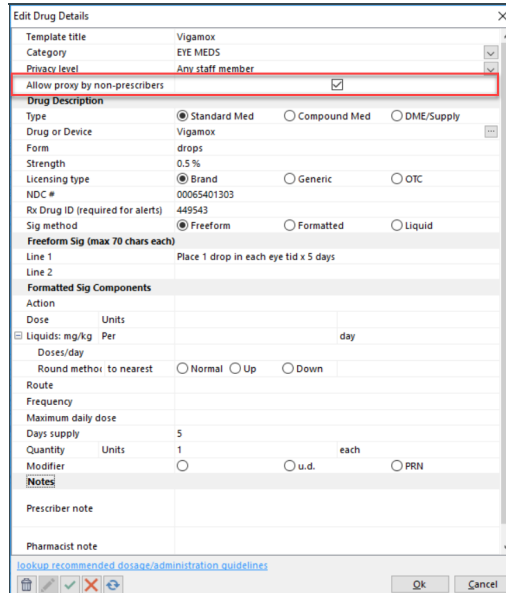
Version 21.2

## 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](mailto: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.



Edit Drug Details

Template title: Vigamox  
 Category: EYE MEDS  
 Privacy level: Any staff member  
 Allow proxy by non-prescribers

**Drug Description**

Type:  Standard Med  Compound Med  DME/Supply  
 Drug or Device: Vigamox  
 Form: drops  
 Strength: 0.5 %  
 Licensing type:  Brand  Generic  OTC  
 NDC #: 00065401303  
 Rx Drug ID (required for alerts): 449543  
 Sig method:  Freeform  Formatted  Liquid

**Freeform Sig (max 70 chars each)**

Line 1: Place 1 drop in each eye tid x 5 days  
 Line 2:

**Formatted Sig Components**

Action: \_\_\_\_\_  
 Dose: \_\_\_\_\_ Units: \_\_\_\_\_  
 Liquids: mg/kg Per \_\_\_\_\_ day  
 Doses/day: \_\_\_\_\_  
 Round method: to nearest  Normal  Up  Down  
 Route: \_\_\_\_\_  
 Frequency: \_\_\_\_\_  
 Maximum daily dose: \_\_\_\_\_  
 Days supply: 5  
 Quantity: \_\_\_\_\_ Units: 1  
 Modifier:   u.d.  PRN

**Notes**

Prescriber note: \_\_\_\_\_  
 Pharmacist note: \_\_\_\_\_

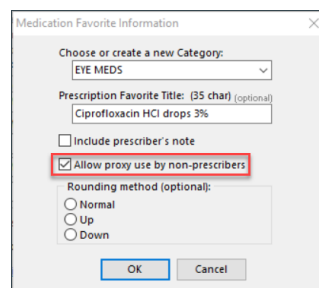
[lookup recommended dosage/administration guidelines](#)

OK Cancel

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.



Medication Favorite Information

Choose or create a new Category:  
 EYE MEDS

Prescription Favorite Title: (35 char) (optional)  
 Ciprofloxacin HCl drops 3%

Include prescriber's note  
 Allow proxy use by non-prescribers

Rounding method (optional):  
 Normal  
 Up  
 Down

OK Cancel

- 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.

Prescription: JOHN TESTPATIENT (100) X

Allergies/ Reactions: No known allergies

Most recent weight:  
Most recent height:

Date: 06/29/2021 03:23 PM Prescriber: 1500 Wayne Best

Purpose: Med - to dispense Supervisor:

- 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.