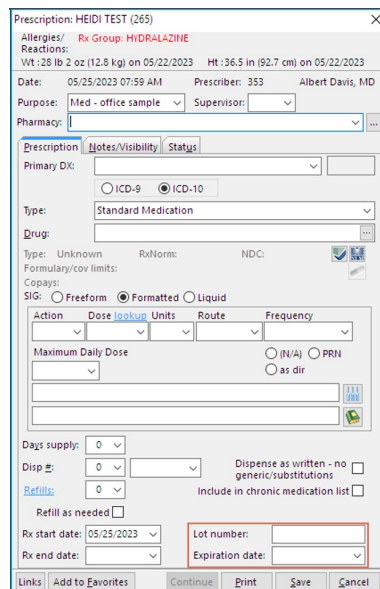# Writing Prescriptions: Office Vended or Sample

Last Modified on 08/06/2023 6:30 pm EDT

Version 21.3

Path: Clinical, Billing, or Practice Management tab > Patient Chart > Medications

1. Navigate to the patient's Medication List by following the path above.
2. Click the **New** button to open the Prescription window.
3. In the **Purpose** field, use the drop-down to select **Med - office vended** or **Med- office sample** from the list.
4. *(Optional)* In the **Supervisor** field, use the drop-down to select a name from the list.
5. *(Optional)* Add a diagnosis code to the **Primary and Secondary DX** field by clicking the drop-down or typing a portion of the name and pressing **Enter** on your keyboard.
6. In the **Drug** field, begin typing the name of the medication and click the **Ellipsis** button or press **Enter** on your keyboard.
7. From the Medication Finder window, select the medication by double-clicking or highlighting the medication and clicking the **OK** button**.**
8. Click into the **Lot number** field and enter the medications lot number.
9. Click into the **Expiration date** field, enter the medication's expiration date, or click the drop-down and select from the calendar.
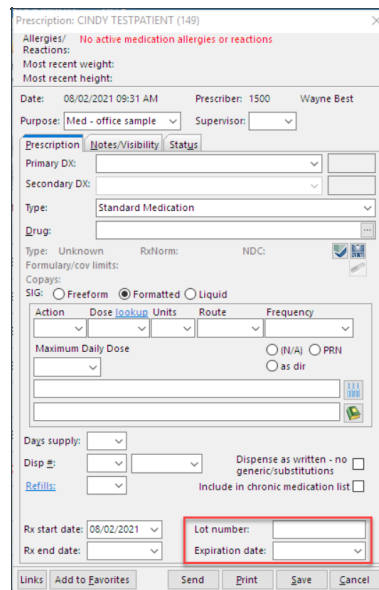

10. Complete any additional information for the prescription.
11. Click the **Save** button.

Version 21.2

Path: Clinical, Billing, or Practice Management tab > Patient Chart > Medications

1. Navigate to the patient's Medication List by following the path above.
2. Click the **New** button to open the Prescription window.
3. In the **Purpose** field, use the drop-down to select **Med - office vended** or **Med- office sample** from the list.
4. *(Optional)* In the **Supervisor** field, use the drop-down to select a name from the list.
5. *(Optional)* Add a diagnosis code to the **Primary and Secondary DX** field by clicking the drop-down or typing a portion of the name and pressing **Enter** on your keyboard.
6. In the **Drug** field, begin typing the name of the medication and click the **Ellipsis** button or press **Enter** on your keyboard.
7. From the Medication Finder window, select the medication by double-clicking or highlighting the medication and clicking the **OK** button**.**

8. Click into the **Lot number** field and enter the medications lot number.

9. Click into the **Expiration date** field, enter the medication's expiration date, or click the drop-down and select from the calendar.

10. Complete any additional information for the prescription.

11. Click the **Save** button.