



ePrescribing

Version 9.1

APPLICATION MANUAL

vertexdr.com

a MERIDIAN MEDICAL MANAGEMENT company

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Meridian Medical Management
P.O. Box 101
Windsor, CT 06095

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Prescription Writer

The following section explains writing prescriptions in the VertexDr Practice Suite, including how to issue a prescription, as well as attaching pre-existing medications to a patient chart.

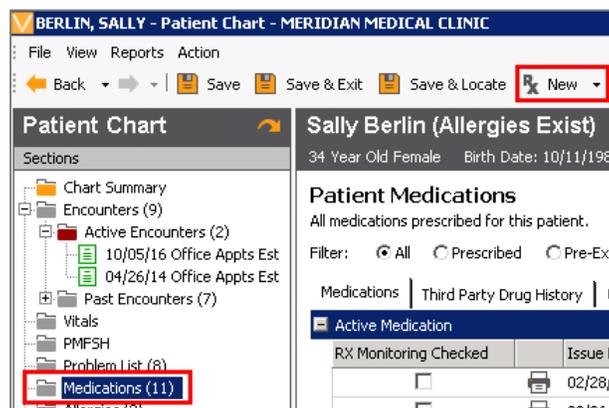
The *Prescription Writer* Window will allow the user to issue prescriptions for a patient. The *Prescription Writer* Window can be accessed from the Patient Chart or from an active encounter.

Accessing Prescription Writer

There are three ways to access the *Prescription Writer* Window. All prescriptions are written from within the *Prescription Writer* Window. You can prescribe a medication from the Patient Chart, Medication Overview, and the Charting Area.

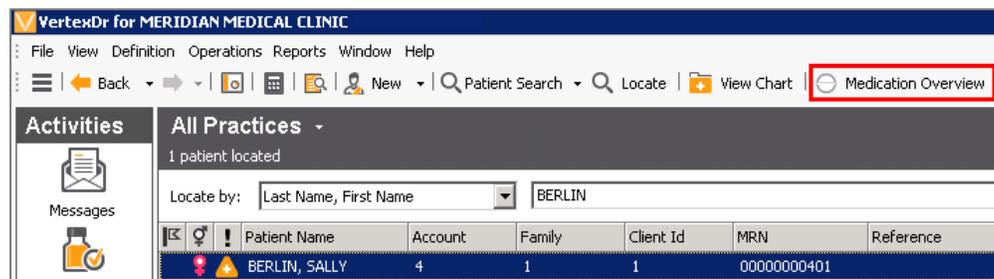
The Patient Chart

1. From within the Patient Chart, click the *Medications* Section.
2. Then click the **New** button.



Medication Overview

1. After searching for a patient, click on the **Medication Overview** Button. The *Medication Overview* Window will open.

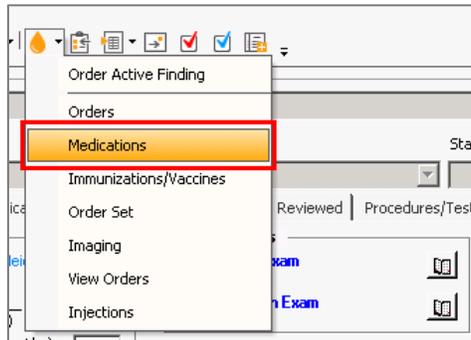


2. Click the **New** Button.



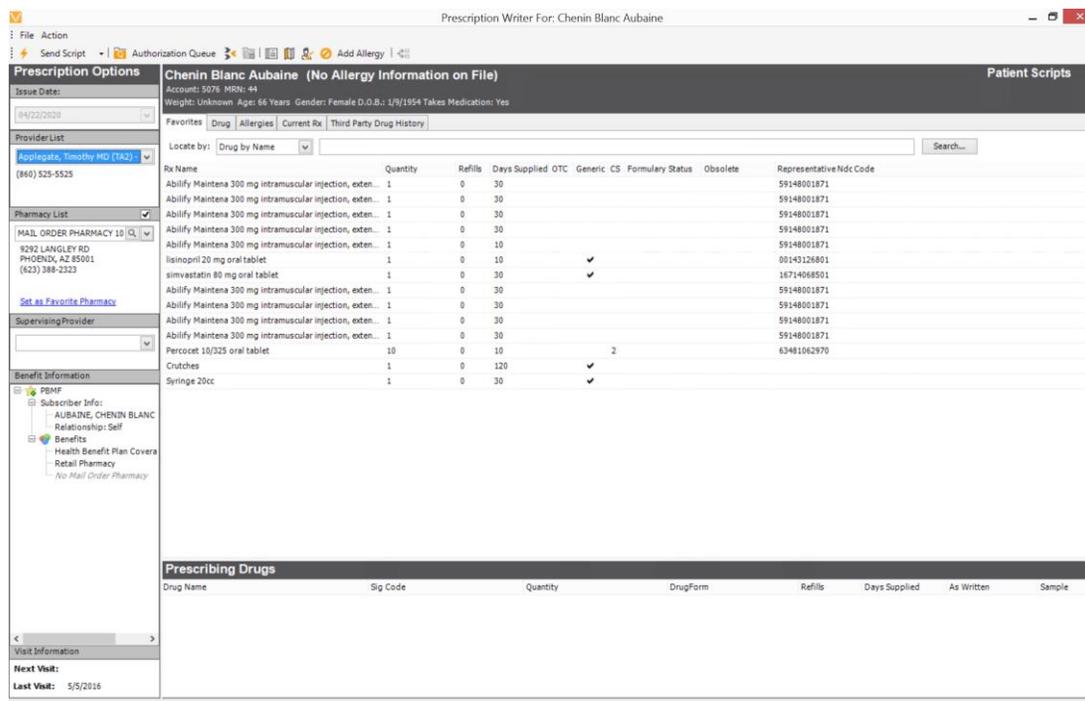
The Charting Area

1. When clicking on the **Charting** Button, the *Encounter* Window will open.
2. Click the **Orders** Dropdown Button and then select **Medications**.



The Prescription Writer

The *Prescription Writer* Window has many capabilities all incorporated into one window. Refills can also easily be refilled from here. Each provider has the ability to create his/her own list of favorite drugs to select from. Prescriptions can be issued or sent to pharmacies or the prescription authorization queue. Third party drug history and allergies can be viewed, as well as formulary information on the patient.



Favorites Tab

The **Favorites** Tab is a list of all the drugs that have been added to the selected provider's favorite medication list. These medications are the most commonly prescribed medications and how the provider most commonly prescribes them. The favorite drugs can also be grouped by Categories. A drug can be added as a favorite multiple times, one for each way the prescription should be written.

Locate by: Drug by Name [Search...]

Category : Allergy (2 items)

Rx Name	Quantity	Refills	Days Supplied	Sig Details	OTC	Generi	CS	Obs
Allegra-D 12 Hour 60 mg-120 mg oral tablet, extended...	20	0	20	1 ORALLY (BY...				
Clarinex 5 mg oral tablet	90	0	90	1 ORALLY (BY...				

Category : Cholesterol (2 items)

Rx Name	Quantity	Refills	Days Supplied	Sig Details	OTC	Generi	CS	Obs
Lipitor 10 mg oral tablet	90	0	90	1 TABLET AT B...				
Lipitor 20 mg oral tablet	90	0	90	1 ORALLY (BY...				

Category : Sleep (1 item)

Rx Name	Quantity	Refills	Days Supplied	Sig Details	OTC	Generi	CS	Obs
Ambien 10 mg oral tablet	10	0	10	1 ORALLY (BY...			4	

CoPay & Coverage Information

The list of commonly prescribed medications can be viewed and a medication can be selected to prescribe.

1. Once in the *Prescription Writer Window*, under the **Favorites** Tab, locate the medication to prescribe. In order to locate the medication, the *Search* Field can be used or the Categories can be expanded and used.
2. Once the search has returned results, double-click on the desired medication.
3. The medication will be populated to the *Prescribing Drug Queue* on the bottom of the screen. A submission method can now be selected.

Drug Tab

The **Drug** Tab is a listing of all active medications and dosages. The database receives monthly updates from the Multum drug database so that the data will be the most up to date information without any manual intervention needed.

Locate by: Drug by Name [TYLENOL] [Search...] [Check Obsolete]

Rx Name	Sig Code	SigDisplay	Generic	OTC	CS
Tylenol 325 mg oral capsule				✓	
Tylenol 325 mg oral tablet				✓	
Tylenol 8 Hour 650 mg oral tablet, extended release				✓	
Tylenol 8 HR Arthritis Pain 650 mg oral tablet, exten...				✓	
Tylenol Allergy Multi-Symptom oral tablet				✓	
Tylenol Children's Plus Cold oral liquid				✓	
Tylenol Childrens 160 mg/5 mL oral suspension				✓	
Tylenol Childrens Plus Cough & Runny Nose oral sus...				✓	
Tylenol Cold & Cough Nighttime Cool Burst oral liquid				✓	
Tylenol Cold & Flu Severe oral liquid				✓	
Tylenol Cold & Flu Severe oral tablet				✓	
Tylenol Cold and Flu Severe Day & Night oral tablet				✓	
Tylenol Cold Head Congestion Day and Night oral tab...				✓	
Tylenol Cold Head Congestion Nighttime Cool Burst o...				✓	
Tylenol Cold Head Congestion Severe oral tablet				✓	

CoPay & Coverage Information

1. From the **Drug** Tab, enter the name of the medication you want to prescribe and then click the **Search** Button. This displays all current dispensing methods available for this specific medication.
2. Double click on the specific medication to open the *Prescription Fill* Window and create the prescription.

Prescription Fill Screen

The Prescription Fill Window displays after a medication is selected from the **Drug** Tab. This window shows information that was queried during the Rx eligibility process. If there are alternative medications at a higher formulary level, this window gives the user the option to select an alternative medication before inputting the details for the drug.

VertexDr Prescription Fill

Plan: PBMF

Prescription Fill
Define prescription information on the specified drug.
Medication: Ambien 10 mg oral tablet
Type: Rx/Brand
Formulary Status: ●

Benefit Information
Copay Information:
No copay information supplied.
Coverage Information:
No Coverage Information Supplied.

Formulary Status	Rx Name	Gener
●	zolpidem 12.5 mg oral tablet, extended release	
●	zolpidem 10 mg oral tablet	
●	zolpidem 5 mg oral tablet	
●	eszopiclone 3 mg oral tablet	
●	Ambien CR 6.25 mg oral tablet, extended release	
●	Ambien CR 12.5 mg oral tablet, extended release	

Alternate Benefit Information
Copay Information:
No copay information supplied.
Coverage Information:
No Coverage Information Supplied.

Originated by:
Originated by:

Medication to Prescribe: zolpidem 10 mg oral tablet

OK Cancel

Selecting a drug from the **Alternatives** window will replace the drug that was selected originally. Note, you can change back to the original drug by selecting it from the **Medication to Prescribe** dropdown.

Sig Builder Window

After reviewing alternative medications, the sig builder window will display.

Based on the type of medication selected, the **Form** and **Quantity Description** fields should automatically populate. If they do not automatically populate, they can manually be selected. Note that the **Sig Route**, **Sig Frequency**, and **Sig Other** Dropdowns are dependent on the **Form** dropdown. This ensures that only appropriate instructions are available for each form of drug (for example, you will not see instructions available to take an oral medication intravenously). Use the dropdowns to create the instructions for the medication.

- To create a prescription, use the dropdowns to populate the **Directions** window.
 - Units:** This is the amount of medication that the patient will take at any given time or dose, e.g. number of teaspoons, number of tablets, etc.
 - Units Max:** This is the maximum number of units the patient should take in each does (i.e. 1-2 pills)
 - Form:** This is the form the medication is available in, if more than one form is available for the medication (i.e. tablets vs capsules), the user can change the form from the dropdown.
 - Sig Route:** This indicates which manner the patient should administer the drug, such as orally or topically.
 - Sig Frequency:** This indicates how often the medication should be taken, such as once a day or once a week.
 - Sig Other:** This is a miscellaneous field that can be used for additional instructions, such as "take with meals".
 - Days:** This is used to define the number of days you want the patient to take a certain amount of medication, e.g. B.I.D for seven days. This field is used with the **Additional Sigs** Button for tapered medications.
 - Add Sig:** This button is used when prescribing multiple lines of instructions for the patient, e.g tapered medications.
 - Quantity:** This field represents the total number of units the patient will be receiving for each fill of this prescription.

- **Quantity Description:** Similar the Form, this indicates how the medication is presented, either in capsules, tablets, etc.
- **Refills:** This field indicates how many times the patient is able to refill a medication.
- **Days Supply:** This field should automatically calculate based on the details that have been entered into the sig builder, if it does not – the user can manually override it (this will often be the case when the sig builder doesn't have something quantifiable to count, like when prescribing topical creams).
- **Notes to Pharmacist:** This will attach a note to the prescription that will be sent electronically to the pharmacist or printed on the printed or faxed prescription.
- **Directions:** This field will be populated by selecting the dropdowns above it, but it can also be used for manual text entry.

2. Click the **OK** Button to save the prescription to the *Prescribing Drugs* Queue.
3. From the *Prescribing Drugs* Queue you can modify the Sig Code by clicking on the **Sig Code** Button prior to sending the prescription.
4. If you are ready to send the script, click the **Send Script** Button or the **Authorization Queue** Button, depending on your role in the practice. **The Send Script Button** will send this prescription to the pharmacy the fastest way it can go to the pharmacy.

Prescription Writer For: Chenin Blanc Aubaine

File Action | Send Script | Authorization Queue | Add Allergy

Chenin Blanc Aubaine (No Allergy Information on File)
 Account: 5076 MRN: 44
 Weight: Unknown Age: 66 Years Gender: Female D.O.B.: 1/9/1954 Takes Medication: Yes

Issue Date: 04/23/2020

Provider List: Applegate, Timothy MD (TA2) (866) 525-5525

Pharmacy List: MAIL ORDER PHARMACY 10 (929) 388-2323

Supervising Provider: [Empty]

Benefit Information: PBMF, AUBAINE, CHENIN BLANC, Relationship: Self, Benefits, Health Benefit Plan Covers, Retail Pharmacy

Locate by: Drug by Name

Rx Name	Quantity	Refills	Days Supplied	OTC	Generic	CS	Formulary Status	Obsolete	Representative Ndc Code
Category : Favorites (7 items)									
Abilify Maintena 300 mg intramuscular injection, exten...	1	0	30						59148001871
Abilify Maintena 300 mg intramuscular injection, exten...	1	0	30						59148001871
Abilify Maintena 300 mg intramuscular injection, exten...	1	0	30						59148001871
Abilify Maintena 300 mg intramuscular injection, exten...	1	0	30						59148001871
Abilify Maintena 300 mg intramuscular injection, exten...	1	0	10						59148001871
lisinopril 20 mg oral tablet	1	0	10						07143326011
simvastatin 80 mg oral tablet	1	0	30						16714968501
Category : Nate (2 items)									
Abilify Maintena 300 mg intramuscular injection, exten...	1	0	30						59148001871
Abilify Maintena 300 mg intramuscular injection, exten...	1	0	30						59148001871
Category : No Category (5 items)									
Abilify Maintena 300 mg intramuscular injection, exten...	1	0	30						59148001871
Abilify Maintena 300 mg intramuscular injection, exten...	1	0	30						59148001871
Perocet 10/325 oral tablet	10	0	10			2			63481062970
Crutches	1	0	120						
Syringe 20cc	1	0	30						

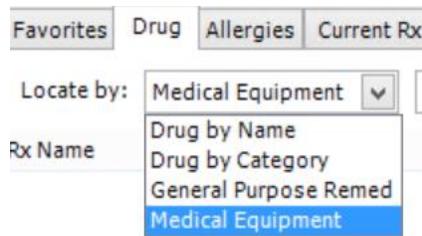
Prescribing Drugs

Drug Name	Sig Code	Quantity	DrugForm	Refills	Days Supplied
lisinopril 20 mg oral tablet	Tablet	1 Tablet		0	10

Sig: 1 Tablet(s) TWICE DAILY AS NEEDED FOR 10 DAYS

Prescribing Durable Medical Equipment (DME)

In order to prescribe DME, locate the dropdown on the "Drug" tab labeled "Drug by name", click the dropdown arrow, and select "Medical Equipment"



With "Medical Equipment" now selected, you can search for DME like crutches, or blood testing strips. Note that due to the way that different DME packages are labeled, it is advisable to use a "Fuzzy" search in order to locate what you are looking for. For example, when searching for crutches, enter %CRUTCH% into the search bar in order to find any instance of the word "Crutch" in the database. DME is prescribed using the same sig builder as described above – please note that the "days supplied" field still needs to be populated in order for the script to be sent successfully.

Allergies Tab

The **Allergies** Tab is a list of all active and inactive allergies for the selected patient.

Favorites		Drug	Allergies	Current Rx	Third Party Drug History
Onset Date	Allergen	Severity	Reaction	Recorded	
Status: Active (1 item)					
● ○	Pennsaid	Moderate		4/23/2020	

The **Gray Bar** denotes the *Onset Date*, when the allergy was *Recorded*, the *Allergen Type*, *Reaction*, and associated *Symptoms*.

You can document an allergy from this screen by clicking on the **Add Allergy** Button. You can also inactivate, view, or audit an allergy from this tab.

Note: Refer to the *Medication Overview* Section of this manual for additional details.

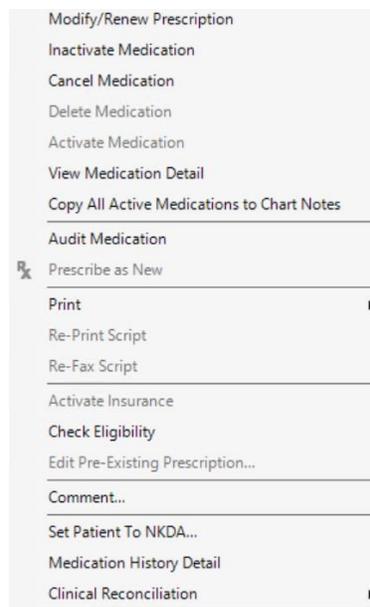
Current Rx Tab

The **Current Rx** Tab is the complete list of active and inactive medications attached to the Patient Chart. You may also view all medications that are being held or denied with comments from this tab.

Issue Date	Prescription Name	GroupByText	Quantity	Sig Details	Refills	Days Supply	Remain	Sample	DAW	Date Discontinued	CS
04/22/2020	oxyCODONE 10 mg oral tablet, extended release		60 Tablets	1 Tablet(s) ORA...	0	30	29				2
04/21/2020	Crutch Forearm Child Pair Package Size:2		1 Pack	USE AS DIRECT...	0	180	178				
04/21/2020	Adderall 10 mg oral tablet		60 Tablets	1 TO 2 TABLET...	0	30	28				2
04/14/2020			60 Tablets	1 TABLET(S) O...	0	30	21				
04/14/2020	Crutch Aluminum Adult Pair Package Size:2		1 Pack	1 FOR 30 DA...	0	180	171				
04/14/2020	Lipitor 10 mg oral tablet		60 Tablets	1 TWICE DAILY	3	30	21				
04/09/2020	Adderall 7.5 mg oral tablet		60 Tablets	1 TO 2 Tablet(s...	0	30	16				2
04/07/2020	Ambien 10 mg oral tablet		60 Tablets	1 TO 2 TABLET...	0	30	14				4
04/02/2020			60 Tablets	1 TO 2 Tablet(s...	0	30	9				
03/18/2020	Chicken Wire		1 Each	1 FOR 30 DA...	0	30	0				
	Renewed: 3/18/2020										
03/18/2020	Advocate 30g 1/2cc Syringe Package Size:100		1 Pack	USE AS DIRECT...	0	30	0				
03/18/2020	lisinopril 2.5 mg oral tablet		30 Tablets	1 Tablet(s) ORA...	0	30	0				
	Renewed: 3/18/2020										
01/16/2020	Percocet 10/325 oral tablet		10 Tablets	1 ONCE DAILY	0	10	0				2
01/16/2020	Percocet 10/325 oral tablet		10 Tablets	1 ONCE DAILY	0	10	0				2
01/09/2020	Adderall 10 mg oral tablet		30 Tablets	1 Tablet(s) ORA...	0	30	0				2
01/09/2020	Adderall 10 mg oral tablet		30 Tablets	1 Tablet(s) ORA...	0	30	0				2
10/22/2019	Adderall 10 mg oral tablet		30 Tablets	1 Tablet(s) ORA...	0	30	0				2

Right-Click Options in the Current Rx Tab

Additional functionality is found by right mouse clicking on the medications throughout the Prescription Writer Window.



- **Find Alternatives** will search the drug database for all authorized alternatives for the highlighted medication.
- **Inactivate Medication** will move the highlighted medication to the Inactive folder.
- **Cancel Medication** will prompt the user with a window containing options for cancelling the medication.

- **Modify/Renew Prescription** will allow you to modify the *Quantity, Refills, Days Supply, and Sig Code*. This action will inactivate the previous prescription and create a new prescription to refill.
- You may **Add** or **Delete** a Pre-Existing Prescription (with security permissions).
- **Add to Favorites** will move the highlighted medication to the provider's **Favorite Tab**.
- The **Patient** option allows you to **Check Prescription Eligibility** and the view **Patient Pharmacy List**.
- The **Print** option will print all medications documented for this patient or third party medications for this patient.

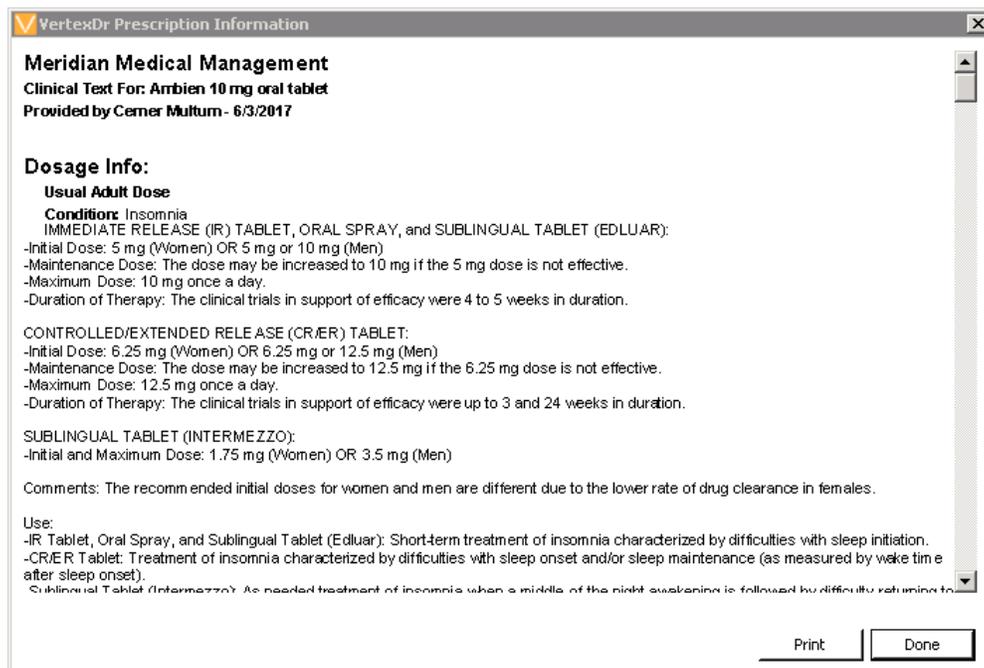
Clinical Information

The **Clinical Information** Button opens the *Prescription Information Window*.



This window provides information about the selected medication very similar to the *Physician's Desk Reference*. The information provided is intended for use by the healthcare provider.

It includes information such as; Dosage Info., Pharmacology Text, Pregnancy Info., Side Effects, and Warnings. This information can be printed if desired.

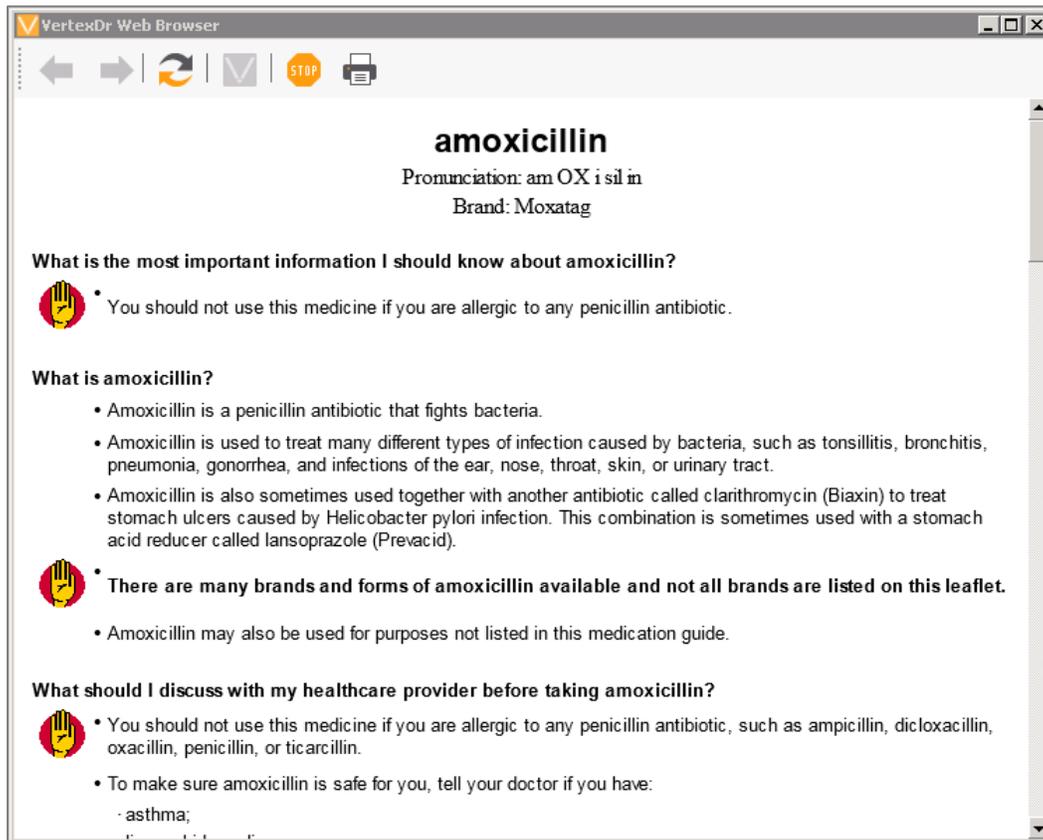


Information Leaflet

The **Information Leaflet** Button opens the Web Browser and displays information about the selected drug. The information provided is intended for the patient.



It explains important information about the medications, such as; side effects, warnings, how to take the medication, what to avoid while taking the medication, overdoses and missing a dose. This information can be printed and given to the patient, if desired.



Check Eligibility

The **Check Eligibility** Button will run an insurance prescription eligibility check and formulary check on the patient that you are looking to prescribe a medication for.



You may find yourself needing to run this on patients who did not have an appointment scheduled the night before their appointment. The system automatically checks eligibility for all patients that have an appointment made for the following day.

Find Alternatives

When highlighting on a medication and clicking the **Find Alternatives** Button, the authorized alternative medications and dosages for this drug are displayed.



Check Obsolete

The system is equipped with an obsolete medication table to alert the user when trying to prescribe a medication that is currently obsolete. The message displays as: *This search returned no records.*

Clicking the **Check Obsolete** Button displays the medications that you are not able to prescribe due to them being obsolete. You can then click the **Find Alternatives** Button to correctly prescribe an alternate medication.

Third Party Drug History Tab

The **Third Party Drug History** Tab displays any prescriptions that have been paid for by the patient's current insurance carrier. This allows the provider to see if the patient was taking additional medication that s/he may be unaware of.

Medications can be easily refilled from here using the Right-Click functionality and selecting **Modify/Renew Prescription**.

Note: Medications paid for in cash will not appear on this list.

Dosing Tab

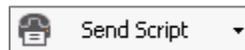
The **Dosing** Tab is used for prescribing medications based on a patient's weight. This feature was added to meet the needs of Pediatric and Family Practices. It provides suggestions to medication dosages based on the patient's weight. All information in this tab must be created manually.

Note: Please refer to the Managers' Manual for additional information on how to create dosing suggestions.

Prescription Submission

In order to issue the prescription listed in the *Prescribing Drug* Queue there are multiple submission options. Any one of these options will list this medication as a Current Medication for the patient.

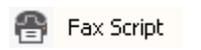
The **Send Script** Button issues the prescription the most expedient and reliable method possible. The icon located to the left indicates the issue method.



If it is necessary to issue the prescription a different way, click the dropdown arrow next to the **Send Script** Button and select the desired issue method. In order to send the prescription to a pharmacy, a pharmacy must be specified in the patient's Pharmacy List.



The **Electronic** Button is used if the pharmacy can accept an electronic file of the prescription via Sure Scripts.



The **Fax Script** Button is used to fax the prescription to the selected pharmacies fax machine thru the Origin Practice Suite if the pharmacy is set appropriately.



The **Print** Button is used to print the prescription to a printer at the office to give to the patient.



The **Hand Written** Button is used when the provider has written the script by hand on a prescription pad and has given it to the patient.



The **Phone In** Button is used if the prescription has been called into the pharmacy by telephone.



The **Administered** Button can be used to document that the medication was given in the office.

Interaction Checking

The interaction check feature will check for medications for Therapeutic Drug Duplications, Drug Interactions and Allergy Interactions. A message box will appear to inform the user if the current medication(s) selected interact with a current medication or with an allergy on file. Interaction checks are automatically set to check with every prescription that is written.

Note: You can manually check for interactions at any time by clicking the Interaction Check Button.



If a Therapeutic Duplication, Drug Interaction, or Allergy Interaction exists for a listed medication, the Interaction Check Window displays. Click on the respective tab for more details.

VertexDr Interaction Check provided by Cerner Multum - 6/5/2017

Ingredient Interactions (5) | **Therapeutic Duplications (1)** | Allergic Reactions (1) | Disease Interactions (0) | Alcohol/Food Interactions (0)

zolpidem <> oxyCODONE
Applies to: Ambien, oxyCODONE
Major

GENERALLY AVOID: Concomitant use of opioids with benzodiazepines or other central nervous system (CNS) depressants (e.g., nonbenzodiazepine sedatives/hypnotics, anxiolytics, muscle relaxants, general anesthetics, antipsychotics, other opioids, alcohol) may result in profound sedation, respiratory depression, coma, and death. The risk of hypotension may also be increased with some CNS depressants (e.g., alcohol, benzodiazepines, phenothiazines).

MANAGEMENT: The use of opioids in conjunction with benzodiazepines or other CNS depressants should generally be avoided unless alternative treatment options are inadequate. If coadministration is necessary, the dosage and duration of each drug should be limited to the minimum required to achieve desired clinical effect. Patients should be monitored closely for signs and symptoms of respiratory depression and sedation, and advised to avoid driving or operating hazardous machinery until they know how these medications affect them. Cough medications containing opioids (e.g., codeine, hydrocodone) should not be prescribed to patients using benzodiazepines or other CNS depressants including alcohol. For patients who have been receiving extended therapy with both an opioid and a benzodiazepine and require discontinuation of either medication, a gradual tapering of dose is advised, since abrupt withdrawal may lead to withdrawal symptoms. Severe cases of benzodiazepine withdrawal, primarily in patients who have received excessive doses over a prolonged period, may result in numbness and tingling of extremities, hypersensitivity to light and noise, hallucinations, and epileptic seizures.

levETIRAcetam <> zolpidem

A drug interaction, allergy, or a therapeutic duplication has been detected. Would you like to proceed in generating this prescription?

Interaction Override Reason:

OK Cancel

Sending Controlled Prescriptions Electronically

Note: Prescriptions cannot be sent to the Authorization Queue once the provider is activated with EPCS. Prescriptions must be generated and sent by the provider.

1. After entering all appropriate medications, click the **Send Script** button located at the top, left corner the *Prescription Writer Window*.

Prescription Writer For: Qa Epcs

File Action

Send Script Authorization Queue Add Allerg

Prescription Options

Issue Date: 08/09/2016

Provider List

Epcstone, Test MD (EPCS1) - 30
(860) 525-5525

Pharmacy List

MAIL ORDER PHARMACY 10
9292 LANGLEY RD
PHOENIX, AZ 85001
(623) 515-2323

Qa Epcs (No Allergy Information on)

Account: 5134 MRN: 513401
Weight: Unknown Age: 35 Years Gender: Female D.O.B.

Favorites Drug Allergies Current Rx

Locate by: Drug by Name OXYCO

Formulary Status Rx Name

?	oxyCODONE 10 mg oral tablet
?	oxyCODONE 10 mg oral tablet, extend
?	oxyCODONE 15 mg oral tablet
?	oxyCODONE 20 mg oral tablet
?	oxyCODONE 20 mg oral tablet, extend
?	oxyCODONE 20 mg/ml oral concentra

2. The *EPCS Digital Signature Window* displays. Enter your unique code from the AUTHY app

Note: The phone number to which the text will be sent is listed in the **Choose Method** Field.

VertexDr EPCS Digital Signature

EPCS Signing Review
Confirm the Rx(s) for Transmission.

Patient Name: Bruce K Paltrow
Patient Sex: Male
Patient DOB: 02/01/1945

Provider Name: APPLGATE, TIMOTHY MD
Provider Address: 835 Bloomfield Ave, Windsor, CT 06095
Provider DEA: AA1447350
Provider NPI: 1877324149
Provider Phone: 8606885555
Provider Fax: 8606835555

Pharmacy Name: TX PHARMACY 10.6MU
Pharmacy ID: 1367084
Pharmacy Address: W136 N7084 TEXANS WAY, HOUSTON, TX 77001
Pharmacy Phone: 8322028232
Pharmacy Fax: 8322028233

Rx(s) for Transmission:

Sch	Rx Date	Drug	Sig	#	Refill	Provider	Location	RxTransmissionRe
2	04/22/2020	oxyCODONE 10mg oral tablet	1 Tablet(s) ORALLY TWICE DAILY AS NEEDED FOR 30 DAYS	60 Tablet	0	APPLGATE, TIMOTHY MD	835 Bloomfield Ave, Windsor, CT 06095	

Hard Token
 Authy Phone App

Enter Passcode: Sign Rx

Cancel Signing

By completing the two-factor authentication protocol at this time, you are legally signing the prescriptions(s) and authorizing the transmission of the above information of the pharmacy for dispensing. The two-factor authentication protocol may only be completed by the practitioner whose name and DEA registration number appear above.

1 item located

- Enter your passcode from the Authy app into the field and then click the **Sign Rx** button.

EPCS Signing Review
Confirm the Rx(s) For Transmission.

Patient Name: Bruce K Paltrow
Patient Sex: Male
Patient DOB: 02/01/1945

Provider Name: APLEGATE, TIMOTHY MD
Provider Address: 835 Bloomfield Ave, Windsor, CT 06095
Provider DEA: AA1447350
Provider NPI: 1877324149
Provider Phone: 8606885555
Provider Fax: 8606835555

Pharmacy Name: TX PHARMACY 10.6MU
Pharmacy ID: 1367084
Pharmacy Address: W136 N7084 TEXANS WAY, HOUSTON, TX 77001
Pharmacy Phone: 8322028232
Pharmacy Fax: 8322028233

Rx(s) for Transmission:

Sch	Rx Date	Drug	Sig	#	Refill	Provider	Location	RxTransmissionRea
3	04/22/2020	oxyCODONE 10mg oraltablet	1 Tablet(s) ORALLY TWICE DAILY AS NEEDED FOR 30 DAYS	60 Tablet	0	APLEGATE, TIMOTHY MD	835 Bloomfield Ave, Windsor, CT 06095	

Hard Token Authy Phone App

Enter Passcode: 852254

By completing the two-factor authentication protocol at this time, you are legally signing the prescriptions(s) and authorizing the transmission of the above information of the pharmacy for dispensing. The two-factor authentication protocol may only be completed by the practitioner whose name and DEA registration number appear above.

1 item located

- When the Digital Signature has been verified, a **Close** Button and the following message display: *The prescription signing is complete.* Click the **Close** Button and then click the **Red X** in the top, right corner of the *Meridian Digital Signature* Window.

Transmission Confirmation

After exiting the *EPCS Digital Signature* Window, the *EPCS Prescription(s)* Window displays.

Transmitted to: PHARMACY LANGLEY RD, PHOENIX, AZ 85001 Phone: [REDACTED]

Date Signed: 2/25/2016 Date Issued: [REDACTED]

TEST MD
DEA: [REDACTED] NPI: [REDACTED]
30 MAIN STREET, GLASTONBURY, CT 06033
Phone: [REDACTED] Fax: [REDACTED]

PATIENT: [REDACTED] Address: [REDACTED] Phone: [REDACTED] Gender: [REDACTED] DOB: [REDACTED]

Drug	Sig	Dispensed	Refill
OXYCODONE 10 MG ORAL TABLET	EVERY EVENING	30 Tablet	0

Processed by: TEST MD - [REDACTED]

OFFICE COPY NOT FOR DISPENSING, FOR INFORMATIONAL PURPOSES ONLY.

1 item located

Click the **Print Rx Receipt** Button to print a copy of the prescription for your records.

Note: If the prescription is unable to send electronically, verify that the **This pharmacy accepts controlled substances electronically** parameter is active in Pharmacy Definition.

Prescription Authorizations

The *Authorization* Queue is used for practices where prescriptions are written and then sent to the providers and held in their queue to be authorized, denied, or put on hold. The prescriptions are not submitted to the pharmacy until the provider has authorized the prescription to be sent.

To access the *Authorization* Queue, click the **Authorizations** Button in the *Activities* Section of the Navigation Pane.



Editing an Authorization

The following section describes editing a prescription that is placed in the *Prescription Authorization* Queue for the provider. A prescription can be edited if the current Sig Code is incorrect.

Note: If the medication or dosage is incorrect, the prescription will have to be denied and re-written.

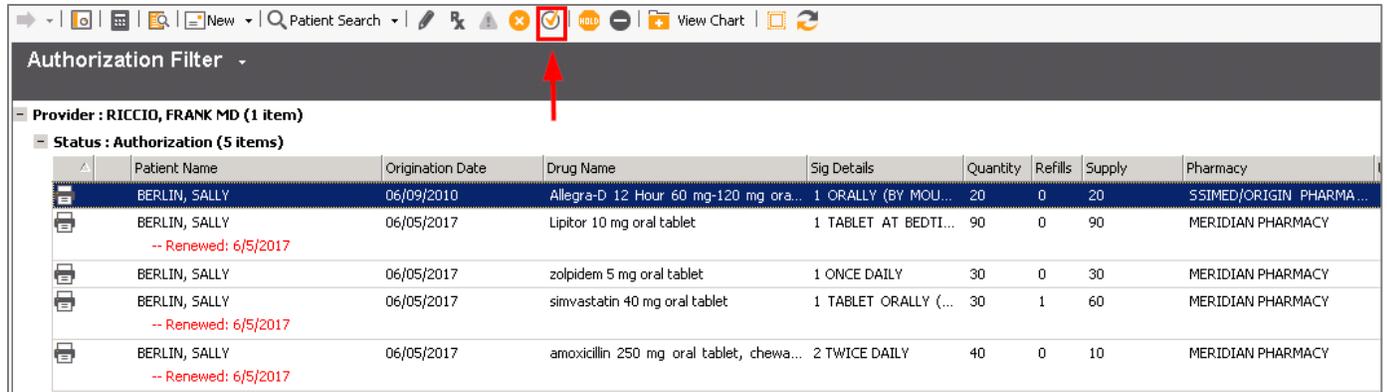
1. Highlight a patient in the *Authorization Status* Group and then click the **Authorization Edit** Button. The *Authorization Prescription Edit* Window appears.
2. The Sig Code can be changed by clicking on the **Sig Code** Link. *Refills, Days Supplied, Problem, Dispensed As, and Is Chronic* can all be changed from here if needed.
3. Click the **OK** Button to save any changes.

Authorizing a Prescription

A provider who views the prescription in the *Authorization* Queue can send the prescription to the pharmacy by authorizing the submission.

Note: It is important to review the current Sig Code prior to authorizing the prescription.

1. Highlight a patient in the *Authorization Status* Group. After reviewing the medication, dosage and Sig Code click the **Authorize Prescription** Button.



Authorization Filter -

Provider : RICCIO, FRANK MD (1 item)

Status : Authorization (5 items)

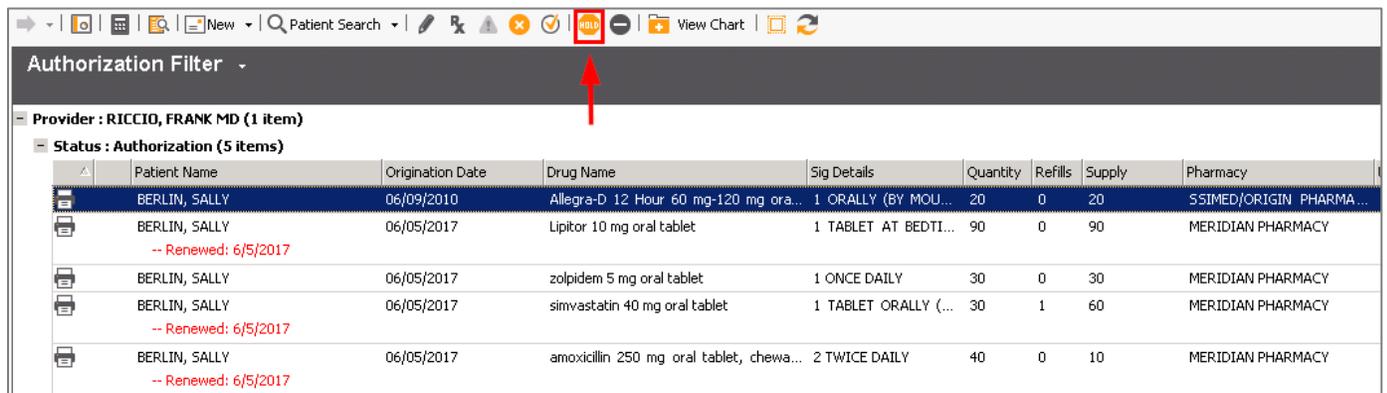
	Patient Name	Origination Date	Drug Name	Sig Details	Quantity	Refills	Supply	Pharmacy
	BERLIN, SALLY	06/09/2010	Allegra-D 12 Hour 60 mg-120 mg ora...	1 ORALLY (BY MOU...	20	0	20	SSIMED/ORIGIN PHARMA...
	BERLIN, SALLY	06/05/2017	Lipitor 10 mg oral tablet	1 TABLET AT BEDTI...	90	0	90	MERIDIAN PHARMACY
	BERLIN, SALLY	06/05/2017	zolpidem 5 mg oral tablet	1 ONCE DAILY	30	0	30	MERIDIAN PHARMACY
	BERLIN, SALLY	06/05/2017	simvastatin 40 mg oral tablet	1 TABLET ORALLY (...	30	1	60	MERIDIAN PHARMACY
	BERLIN, SALLY	06/05/2017	amoxicillin 250 mg oral tablet, chewa...	2 TWICE DAILY	40	0	10	MERIDIAN PHARMACY

- If the submission of the prescription is either electronic or fax, it will be sent to the patient's pharmacy. If the prescription was set to print to the printer, the *Prescriptions to Print Window* will appear.
- Click the **Print/Close** Button. The patient's prescription will now be displayed in the *Filled Status Group*.

Holding a Prescription

The following section is about holding a prescription in the *Authorization Queue*. Holding a prescription can be used to keep the current prescription in a *Held Status* to authorize at a later date.

- Highlight a patient in the *Authorization Status Group* and then click the **Hold Prescription** Button.



Authorization Filter -

Provider : RICCIO, FRANK MD (1 item)

Status : Authorization (5 items)

	Patient Name	Origination Date	Drug Name	Sig Details	Quantity	Refills	Supply	Pharmacy
	BERLIN, SALLY	06/09/2010	Allegra-D 12 Hour 60 mg-120 mg ora...	1 ORALLY (BY MOU...	20	0	20	SSIMED/ORIGIN PHARMA...
	BERLIN, SALLY	06/05/2017	Lipitor 10 mg oral tablet	1 TABLET AT BEDTI...	90	0	90	MERIDIAN PHARMACY
	BERLIN, SALLY	06/05/2017	zolpidem 5 mg oral tablet	1 ONCE DAILY	30	0	30	MERIDIAN PHARMACY
	BERLIN, SALLY	06/05/2017	simvastatin 40 mg oral tablet	1 TABLET ORALLY (...	30	1	60	MERIDIAN PHARMACY
	BERLIN, SALLY	06/05/2017	amoxicillin 250 mg oral tablet, chewa...	2 TWICE DAILY	40	0	10	MERIDIAN PHARMACY

- The *Medication Comment Window* appears. Enter any necessary comments regarding the prescription. From here, you can also send a message or a task regarding this medication request.

3. Click the **OK** Button to save the comments. The patient's prescription will now be displayed in the *Held Status* Group. The added comment appears in *red* below the prescription line.

Denying a Prescription

The following section explains how to deny a prescription from the *Prescriptions* Window. A prescription can be denied if the provider feels that the prescription should not be filled at this time.

1. Highlight a patient in the *Authorization Status* Group. Click the **Deny Prescription** Button.

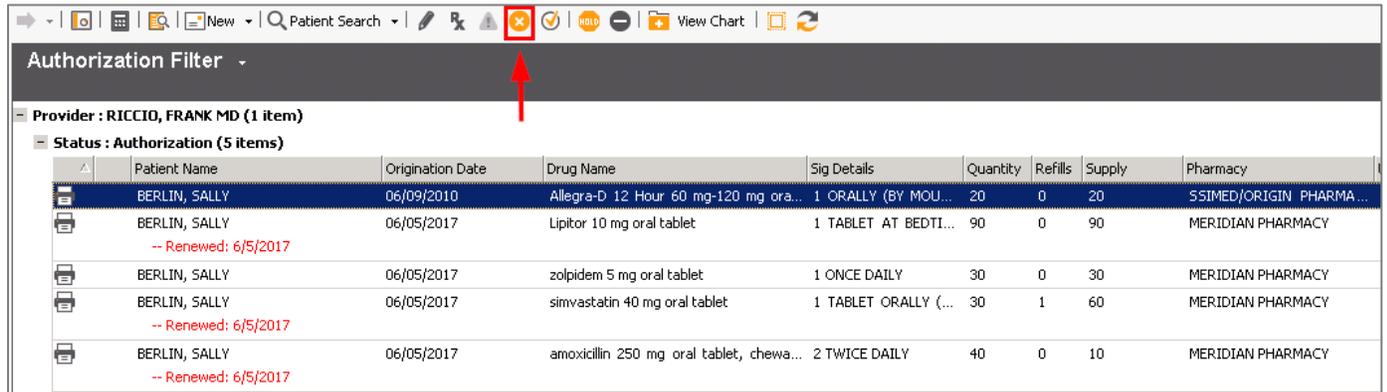
	Patient Name	Origination Date	Drug Name	Sig Details	Quantity	Refills	Supply	Pharmacy
	BERLIN, SALLY	06/09/2010	Allegra-D 12 Hour 60 mg-120 mg ora...	1 ORALLY (BY MOU...	20	0	20	SSIMED/ORIGIN PHARMA...
	BERLIN, SALLY	06/05/2017	Lipitor 10 mg oral tablet	1 TABLET AT BEDTI...	90	0	90	MERIDIAN PHARMACY
			-- Renewed: 6/5/2017					
	BERLIN, SALLY	06/05/2017	zolpidem 5 mg oral tablet	1 ONCE DAILY	30	0	30	MERIDIAN PHARMACY
	BERLIN, SALLY	06/05/2017	simvastatin 40 mg oral tablet	1 TABLET ORALLY (...	30	1	60	MERIDIAN PHARMACY
			-- Renewed: 6/5/2017					
	BERLIN, SALLY	06/05/2017	amoxicillin 250 mg oral tablet, chewa...	2 TWICE DAILY	40	0	10	MERIDIAN PHARMACY
			-- Renewed: 6/5/2017					

2. The *Medication Comment* Window appears. Enter any necessary comments regarding the prescription. From here, you can also send a message or a task regarding this medication request.
3. Click the **OK** Button to save the comment. The patient's prescription will now be displayed in *Denied Status* Group. The added comment appears in *red* below the prescription line.

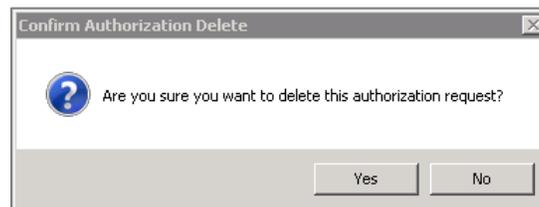
Deleting a Prescription

The following section is about deleting a prescription that has been sent to the *Authorization Queue*. A prescription can be deleted from the *Authorization Queue*, which will also delete the record from the *Medications* Section of the Patient Chart.

1. Highlight a patient in the *Authorization Status* Group and then click the **Authorization Delete** Button.



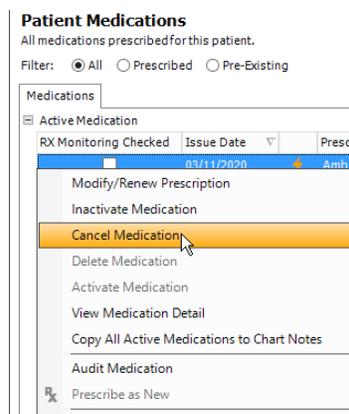
2. The *Confirm Authorization Delete* Window will appear. To delete this prescription, click the **Yes** Button. To leave the prescription as is and return to the *Prescriptions* Window, click the **No** or **Cancel** Button.



3. If **Yes** is selected, the prescription will be removed from the *Prescriptions* Window and from the Patient Chart. All records regarding this prescription will be permanently deleted.

Cancelling a Medication

Use the Medication tab to select the option to Cancel a Medication



After clicking the Cancel Medication button a new window will appear.

Prescription Summary

Patient:
 Name: CHENIN BLANC ALBAINE
 Address: 927 Officionado Blvd Minneapolis, MN 55419
 Phone: (763) 998-6654
 Gender: Female
 Date of Birth: 1/9/1954

Prescriber:
 Name: Applegate, Timothy MD

Pharmacy:
 Name: NYC PHARMACY 10.6MU

Medication Information:
 Drug: Percocet 10/325 oral tablet
 Diagnosis:
 Unit of Measure: Tablets
 Sig: 1 ONCE DAILY
 Notes:
 Refills: 0
 Days Supply: 10
 Substitution: NO
 Effective Date: 1/16/2020

Comments:

Cancel Rx and all refills Cancel only future refills

OK Cancel

In this screen you can add comments as for why you are canceling the prescription. You can also cancel All Refills or Future Refills. Cancelling all refills will attempt to cancel the current prescription being sent to the pharmacy as well as future refills. Cancel future refills will only cancel any additional refills on this prescription.

Inactive Medication											
RX Monitoring Checked	Issue Date	Prescription Name	Quantity	Sig Details	Refills	Days Supply	Remain	DAW	DAS	CS	
<input type="checkbox"/>	03/12/2020	⚡ levothyroxine 125 mcg (0.125...	30 Tablets	1 ORALLY (BY MO...	0	30	30			False	
Cancelled Script: 3/12/2020											

Any additional information from the pharmacy regarding the cancellation will appear after the words "Cancelled Script"

Authorization Filter

The Authorization Filter is used to filter the prescription authorizations by provider and by date. The user must have access to the providers' *Authorization Queue*. This is established in user securities.

Note: Refer to the VertexDr Practice Suite Manager's Manual for additional information on user securities.

1. Click the **Authorization Filter** Dropdown.
2. Select the Radio Button under the **Location** to select the desired location.
3. Check off the checkbox next to the **Provider** to select the provider to be displayed.
4. Click the dropdown arrow next to the *Start* and *End Date* Fields to choose the correct date range to be displayed.

- When finished, click the **Filter Data** Button. The *Prescriptions* Window will now display all of the prescriptions authorizations for the providers and the date range that was selected.

Note: The system only displays prescriptions in the Filled Status Group for a certain number of days. This setting is found in Definition, Parameters, Prescriptions, Days Filled Filter.

Appendix A: Adding Sig Codes to the Rx Builder

Sig code instructions can now be added directly from within the Sig Code builder. This option must be enabled in the User Security options (see manager's manual)

In order to add new sig codes to the builder, use the green "plus" button shown below.

Once you press the "plus" button, the system will present you with options to define the sig entry:

VertexDr Drug Sig Definition

Drug Sig Definition
Definition information for a drug sig.

Sig Code:

Description:

Dosage Interval:

Day Interval:

Dose Per Day:

Sig Filter:

SigType:

FormDescription:

- Sig Code: this field is a unique name defining this sig entry, it is not necessary to follow strict SIG code rules in this field, but it does need to be unique to the "FormDescription" (entering in a new sig entry is always unique to the specific FormDescription, so in the example above, Sublingually will only be applied to medications defined as "Tablet(s)", if a user also wanted it to be available for "Capsule(s)" the user would need to repeat this procedure with a "Capsule(s)" specific medication.
- Description: this field is what will be added to the directions box when selected.
- Dosage Interval: defines the sig code as either defining dosage interval as "less than daily", "daily", or "undefined"
- Day interval: defines if there is a number of days in between dosages (only applies when defining "Sig Frequency" codes)
- Doses Per Day: can be used to define how many times a day a dose is given (only applies when defining "Sig Frequency" codes).
- Sig Filter: Defines when to display the sig (in the case above it would only be available when "Tablet" is chosen.
- Sig Type: defines which dropdown the sig code will be available in (Route, frequency, or other".
- Click "OK" to save the code