ePrescribing

APPLICATION MANUAL

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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.

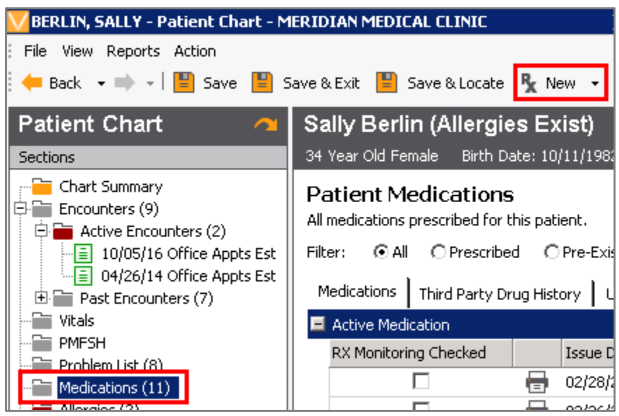
The *Prescription Writer* Window will allow the user to issue prescriptions for a patient. The *Prescription Writer* Window can be accessed from the Patient Chart or from an active encounter.

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.

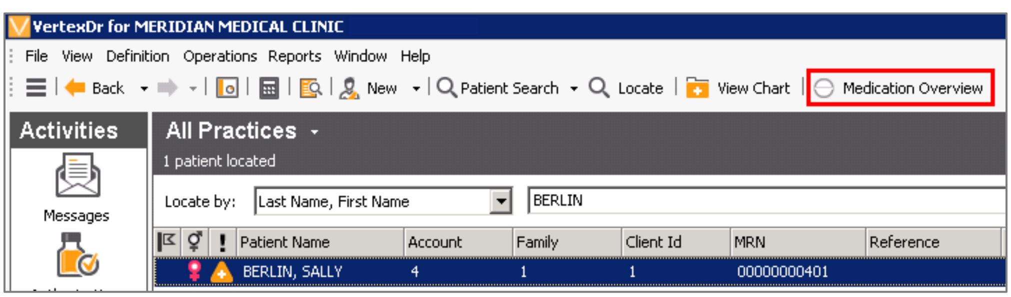
The Patient Chart

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



Medication Overview

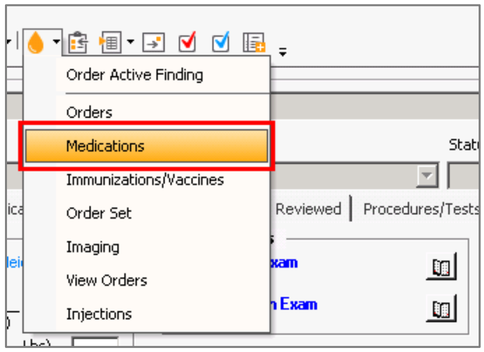
1. After searching for a patient, click on the **Medication Overview** Button. The *Medication Overview* Window will open.



2. Click the **New** Button.

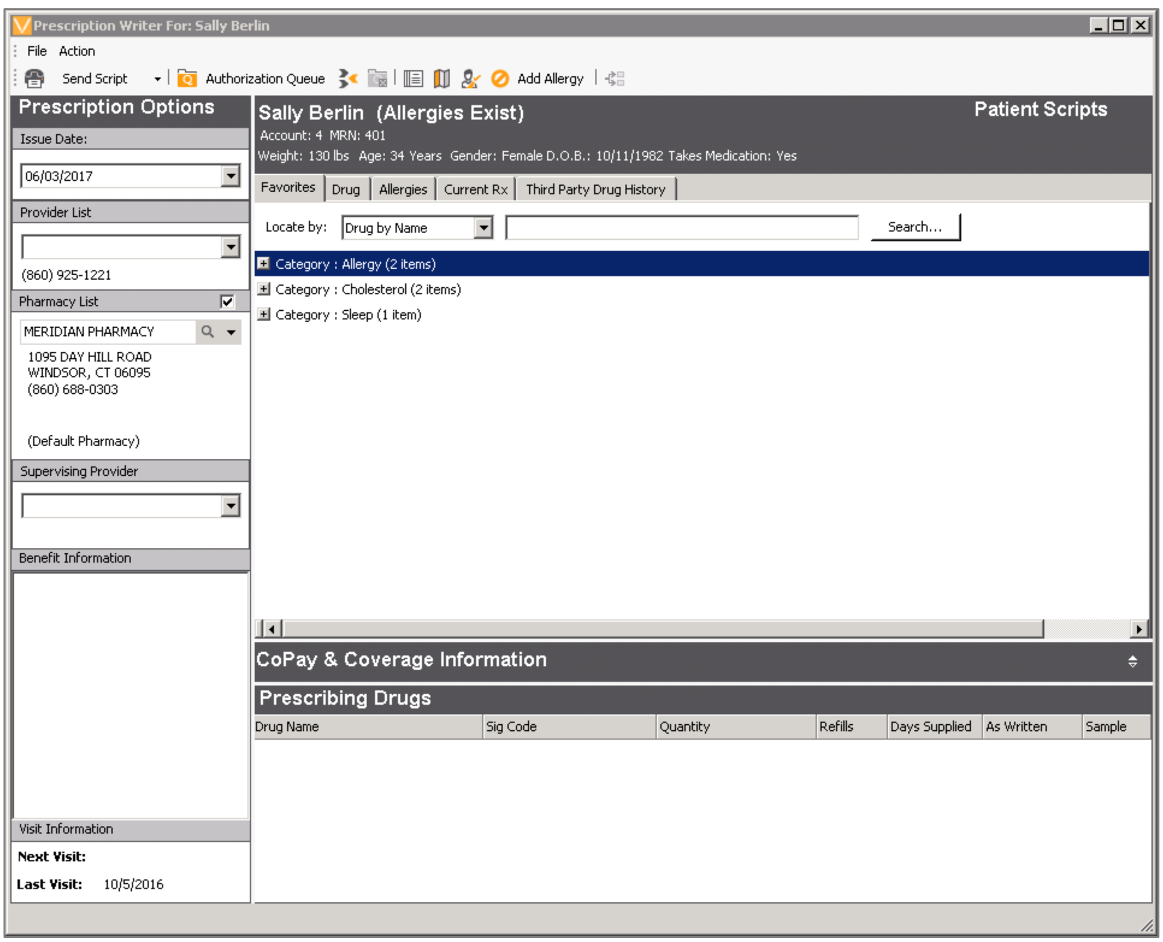
The Charting Area

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



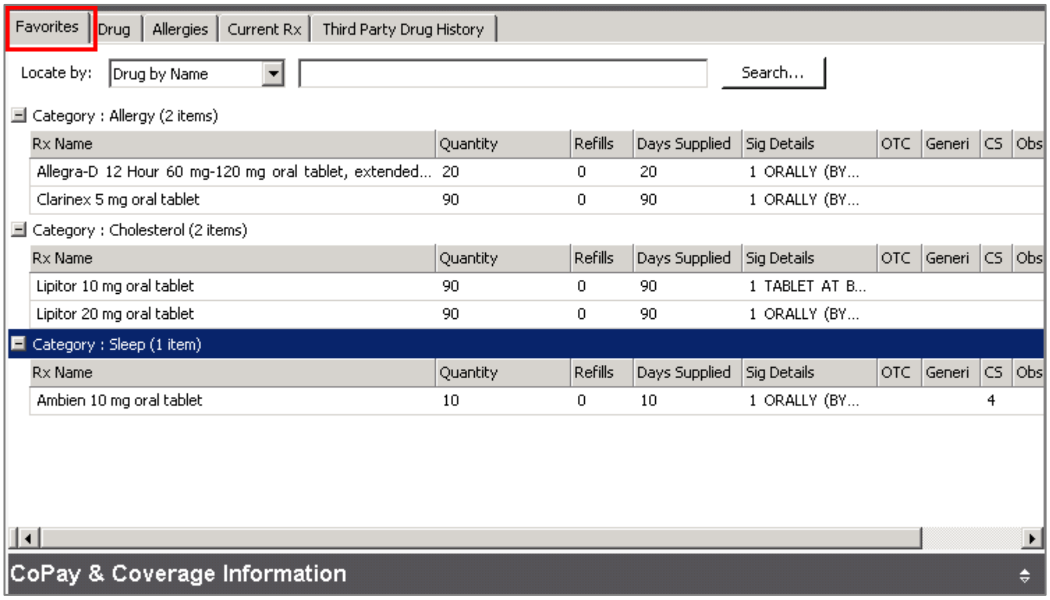
The Prescription Writer

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.

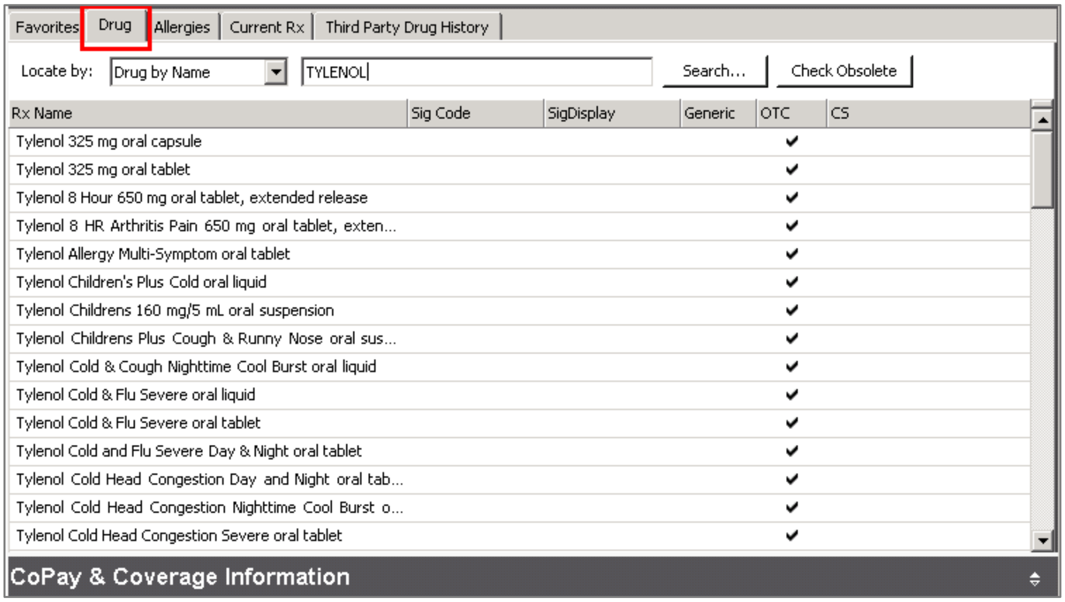


The list of commonly prescribed medications can be viewed and a medication can be selected to prescribe.

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

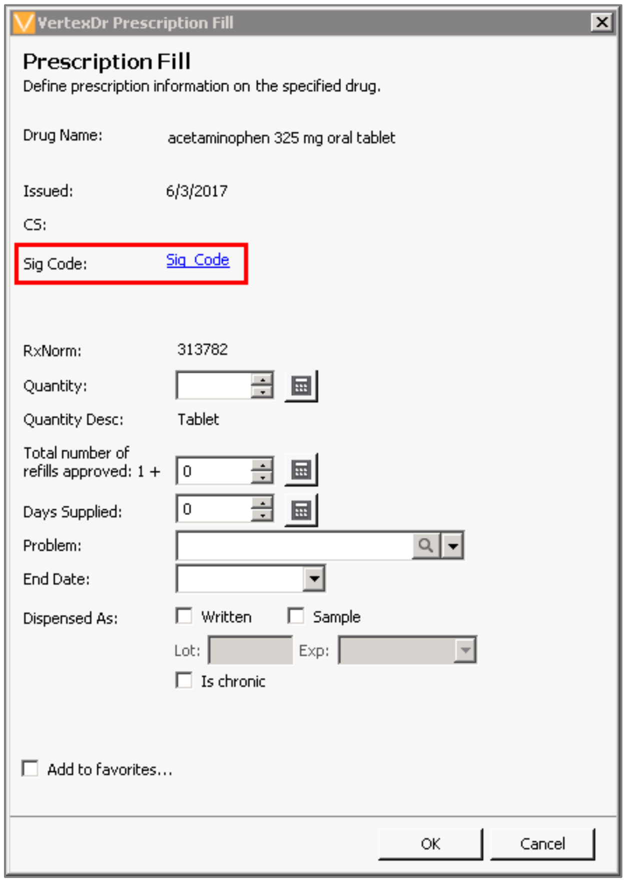
The **Drug** Tab is a listing of all active medications and dosages. The database receives monthly updates from the Multum drug database so that the data will be the most up to date information without any manual intervention needed.



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.

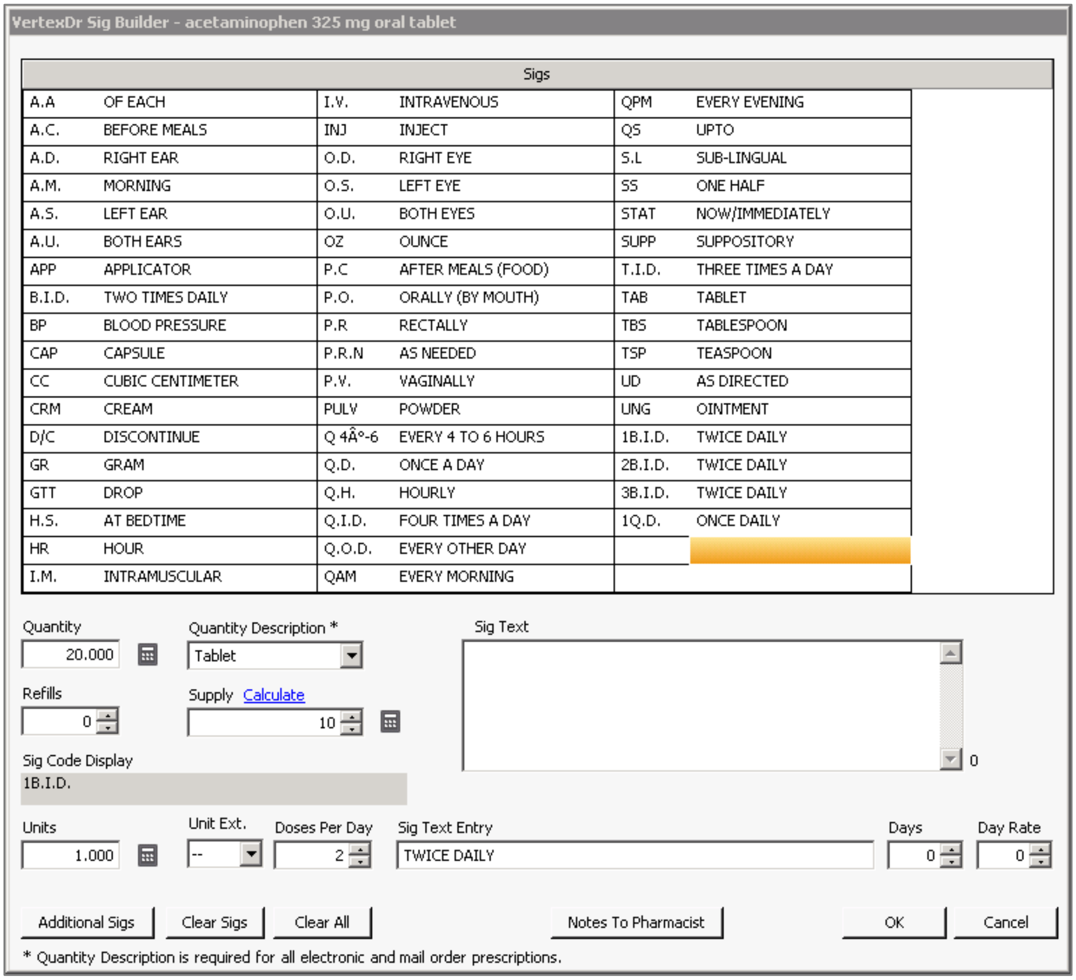
Sig Code Builder

The Prescription Fill Window displays after a medication is selected from the **Drug** Tab. Click the **Sig Code** link to access the *Sig Builder* Window.



Use the Sig Builder to create the prescription for the patient.

Note: For this illustration, all of the fields are already inputted.



1. To create the prescription, click the **Sig Code** Link to open the *Sig Builder* Window.
   - **Quantity**: This is the entire amount of pills/bottles/kit/liquid you are going to prescribe to the patient for this fill. Tab to the next field.
   - **Quantity Description**: This is used to describe the form of medication being written, e.g. table, capsule, liquid, kit, syringe, etc. Select the appropriate description from the dropdown.
   - **Refills**: Type in the amount of refills you wish to prescribe.
   - **Supply**: Supply is defined as the Days Supply for the patient. It takes into account the initial prescription plus any refills that are issued to calculate the total days supplied. This will auto-calculate if you are prescribing a tablet or capsule.

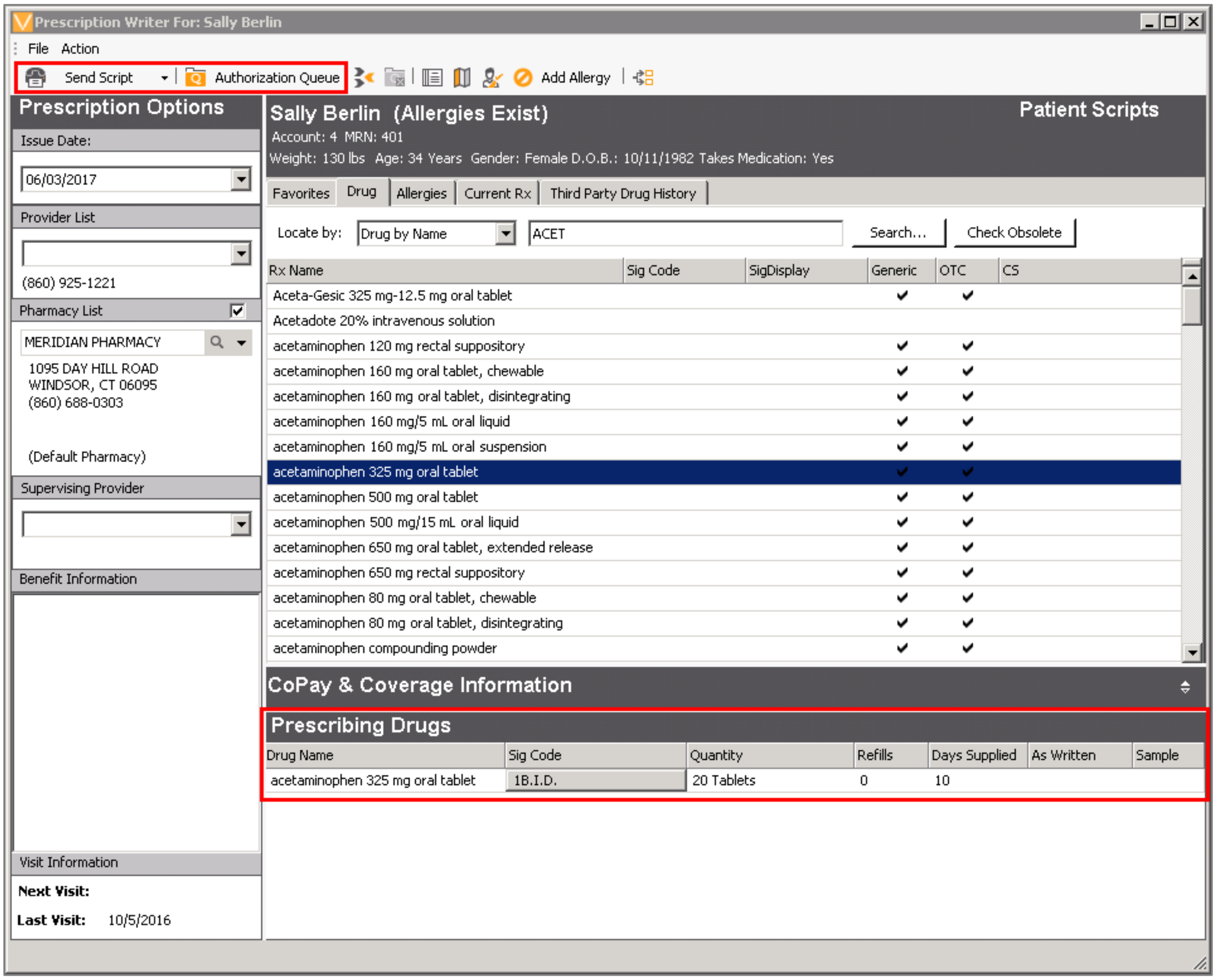
Note: **As needed** or **As directed** will not auto-calculate the days supply.

   - **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.
   - **Unit Ext**: This gives you the ability to define the unit extension as ¼, ½, and ¾ for liquid or scored medication.

- **Doses Per Day**: How many doses of the medication the patient will take daily. This is populated when a Sig Code is selected from the *Sig* Table.
- **Sig Text Entry**: Double-click on the correct Sig Code from the table above. This will populate the sig information into the *Sig Text* Field, e.g. **Q.D.** (once a day).
- **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.
- **Additional Sigs**: This button is used when prescribing multiple lines of instructions for the patient, e.g tapered medications.
- **Clear Sigs**: This button will clear the Sic Code information in the *Sig Builder* Window.
- **Clear All**: This button will clear **all** information in the *Sig Builder* Window.
- **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.

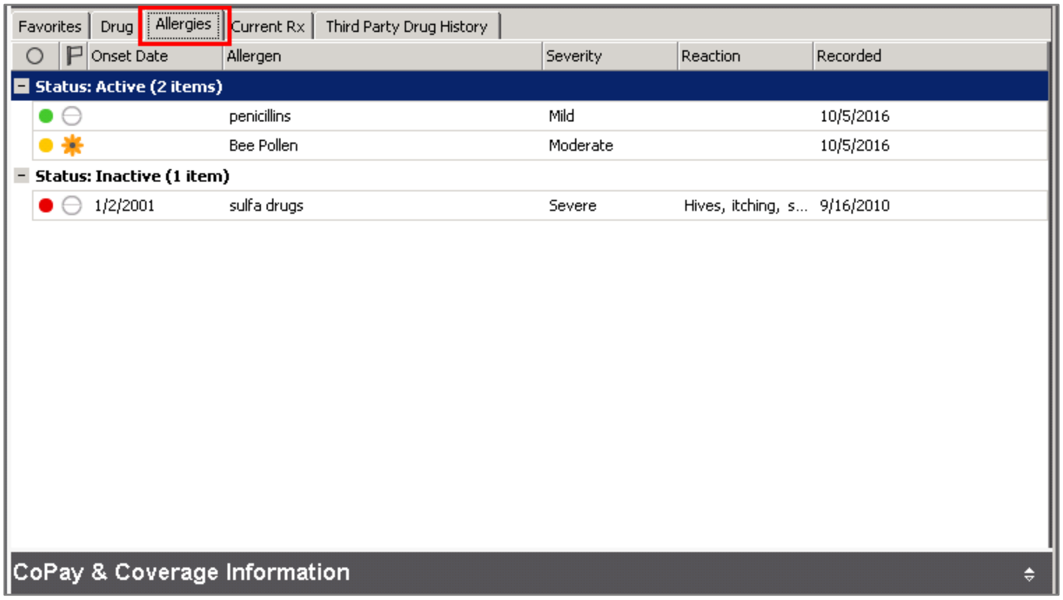
2. Click the **OK** Button to save the prescription to the *Prescribing Drugs* Queue.
3. From the *Prescribing Drugs* Queue you can modify the Sig Code by clicking on the **Sig Code** Button prior to sending the prescription.

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.



Allergies Tab

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



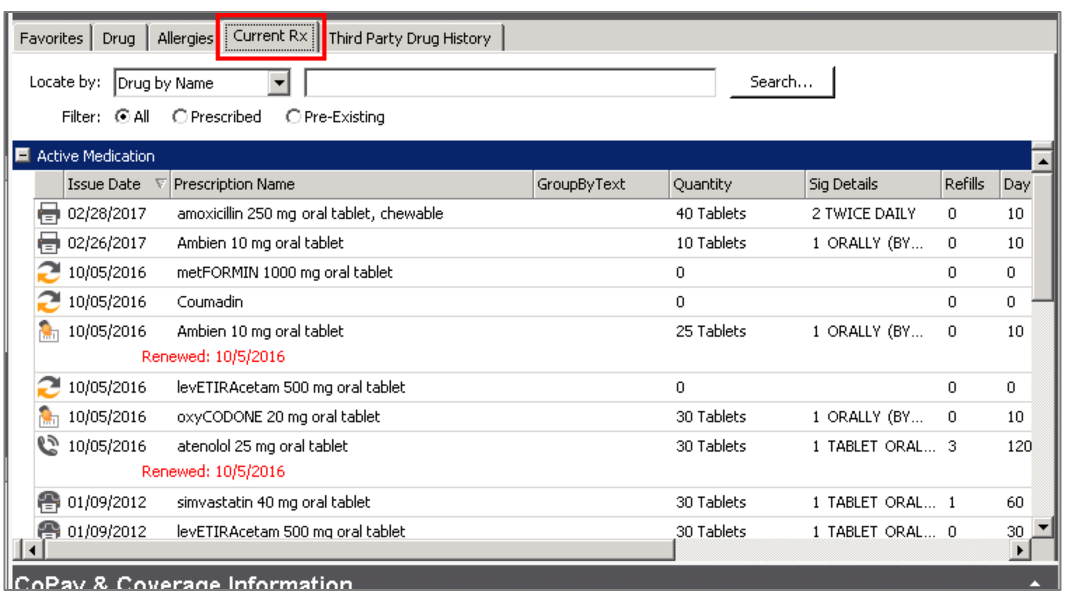
The **Gray Bar** denotes the *Onset Date*, when the allergy was *Recorded*, the *Allergen Type*, *Reaction*, and associated *Symptoms*.

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.

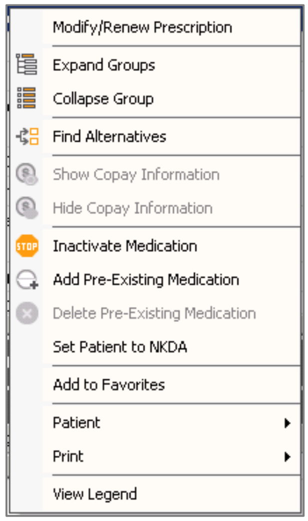
Current Rx Tab

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.



Right-Click Options in the Current Rx Tab

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



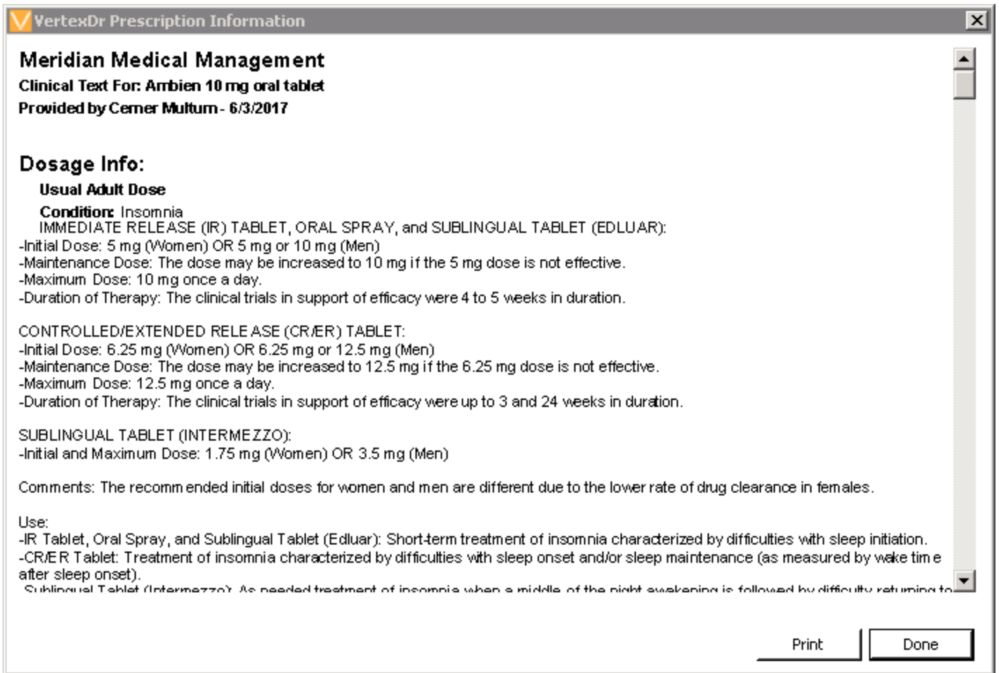
- **Find Alternatives** will search the drug database for all authorized alternatives for the highlighted medication.
- **Inactivate Medication** will move the highlighted medication to the Inactive folder.
- **Modify/Renew Prescription** will allow you to modify the *Quantity*, *Refills*, *Days Supply*, 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.

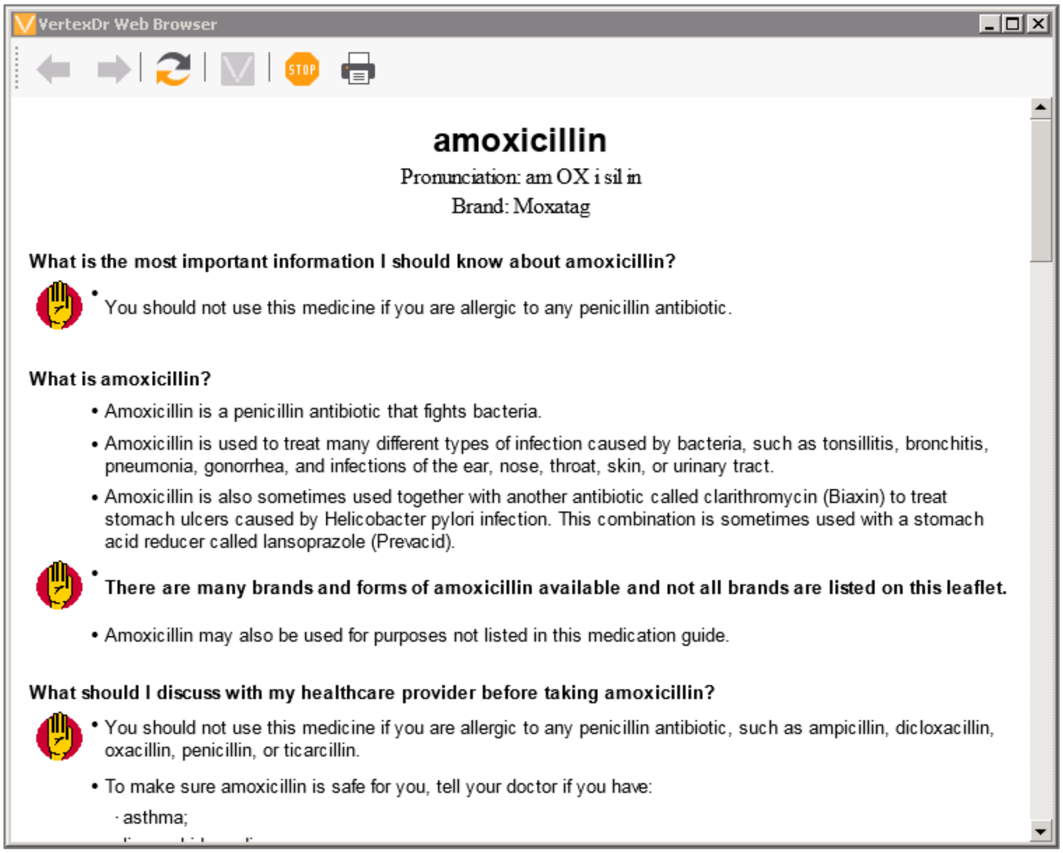
It includes information such as; Dosage Info., Pharmacology Text, Pregnancy Info., Side Effects, and Warnings. This information can be printed if desired.



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.



amoxicillin

Pronunciation: am OX i sil in

Brand: Moxatag

What is the most important information I should know about amoxicillin?

- You should not use this medicine if you are allergic to any penicillin antibiotic.

What is amoxicillin?

- Amoxicillin is a penicillin antibiotic that fights bacteria.
- Amoxicillin is used to treat many different types of infection caused by bacteria, such as tonsillitis, bronchitis, pneumonia, gonorrhea, and infections of the ear, nose, throat, skin, or urinary tract.
- Amoxicillin is also sometimes used together with another antibiotic called clarithromycin (Biaxin) to treat stomach ulcers caused by Helicobacter pylori infection. This combination is sometimes used with a stomach acid reducer called lansoprazole (Prevacid).
- **There are many brands and forms of amoxicillin available and not all brands are listed on this leaflet.**
- Amoxicillin may also be used for purposes not listed in this medication guide.

What should I discuss with my healthcare provider before taking amoxicillin?

- You should not use this medicine if you are allergic to any penicillin antibiotic, such as ampicillin, dicloxacillin, oxacillin, penicillin, or ticarcillin.
- To make sure amoxicillin is safe for you, tell your doctor if you have:
  - asthma;

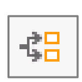
Check Eligibility

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.

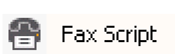
Prescription Submission

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.

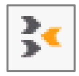
The **Phone In** Button is used if the prescription has been called into the pharmacy by telephone.

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

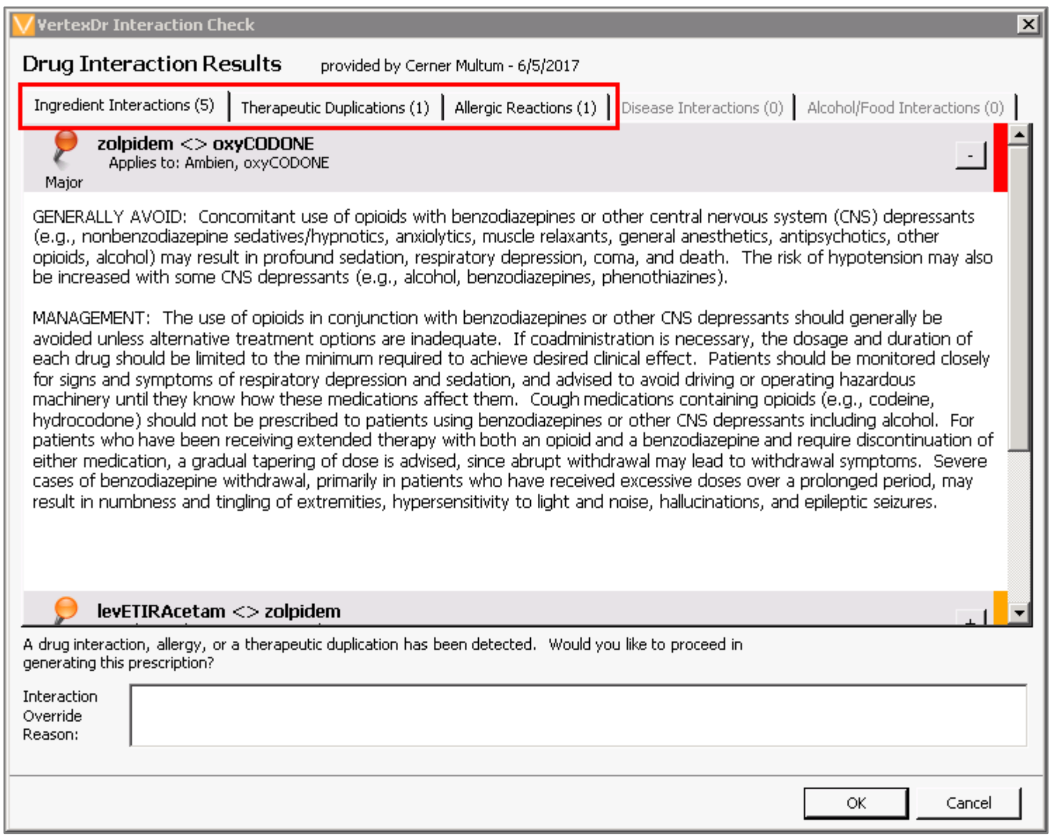
Interaction Checking

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.



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.

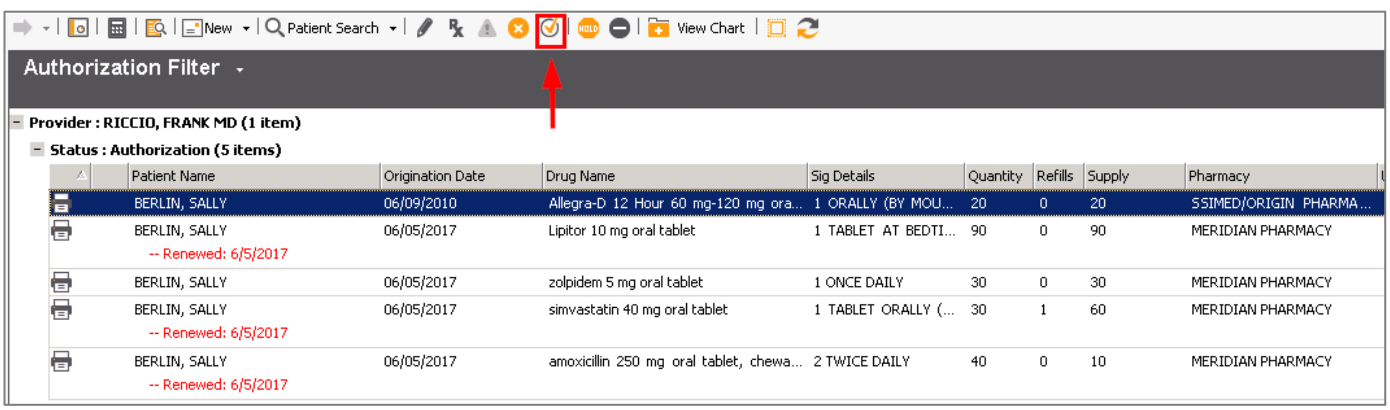
1. Highlight a patient in the *Authorization Status* Group and then click the **Authorization Edit** Button. The *Authorization Prescription Edit* Window appears.
2. The Sig Code can be changed by clicking on the **Sig Code** Link. *Refills*, *Days Supplied*, *Problem*, *Dispensed As*, and *Is Chronic* 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.

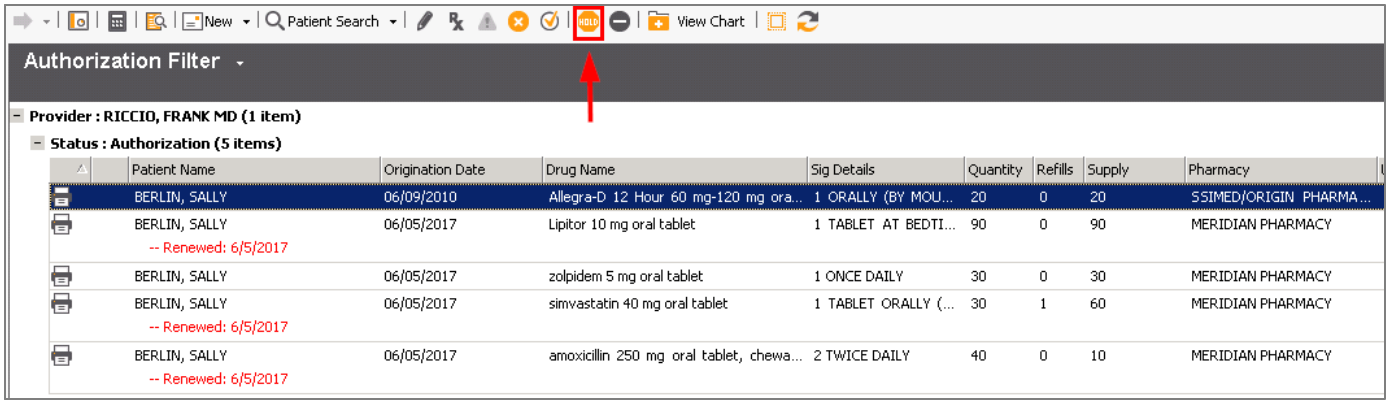


2. If the submission of the prescription is either electronic or fax, it will be sent to the patient's pharmacy. If the prescription was set to print to the printer, the *Prescriptions to Print* Window will appear.
3. Click the **Print/Close** Button. The patient's prescription will now be displayed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

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



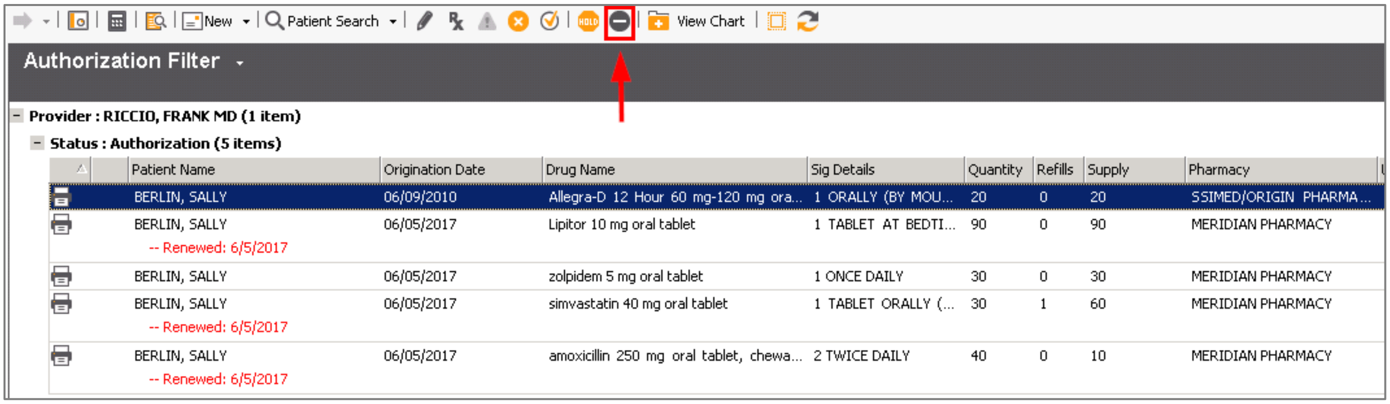
2. The *Medication Comment* Window appears. Enter any necessary comments regarding the prescription. From here, you can also send a message or a task regarding this medication request.

3. Click the **OK** Button to save the 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.



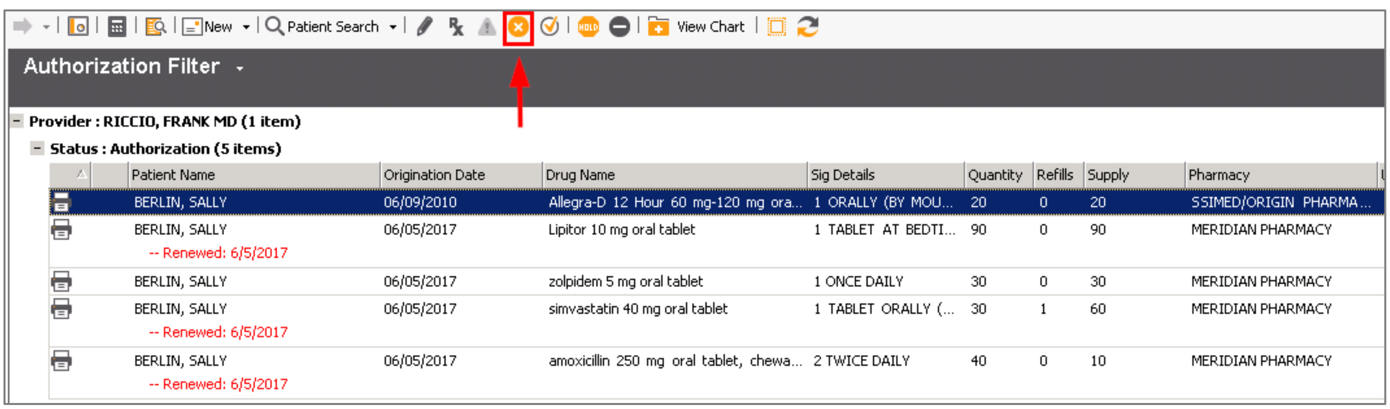
2. The *Medication Comment* Window appears. Enter any necessary comments regarding the prescription. From here, you can also send a message or a task regarding this medication request.

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.

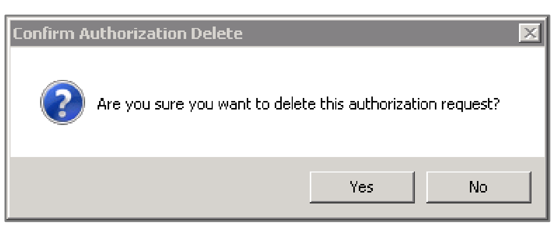
Deleting a Prescription

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.

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.
5. 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.