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## ePrescribing

# APPLICATION MANUAL

# Legal Notifications

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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.

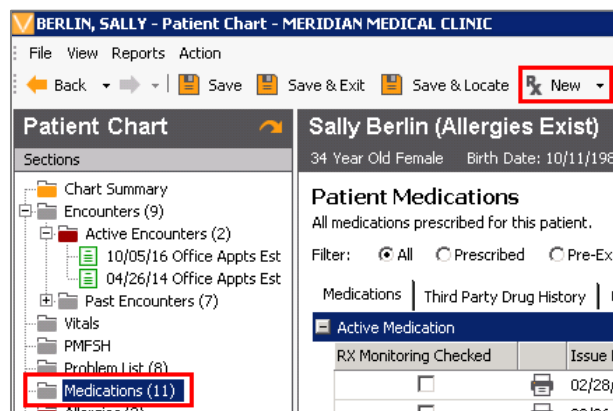
The *Prescription Writer* Window will allow the user to issue prescriptions for a patient. The *Prescription Writer* Window can be accessed from the Patient Chart or from an active encounter.

### 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.

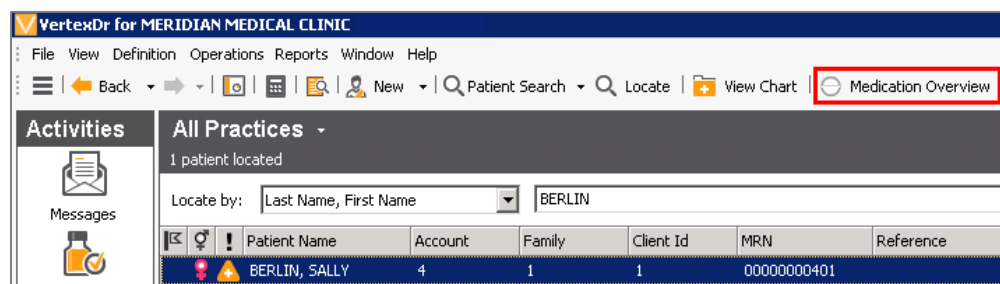
#### The Patient Chart

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.

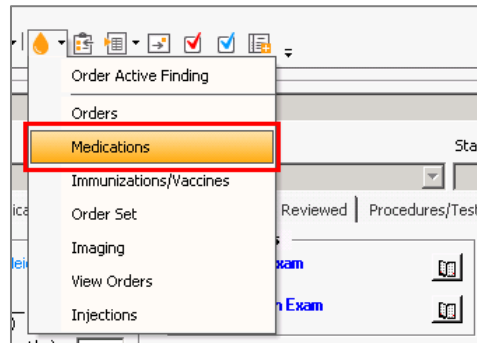


2. Click the **New** Button.



## 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.

 A screenshot of the 'Prescription Writer For: Sally Berlin' window. The window has a menu bar with 'File' and 'Action', and a toolbar with 'Send Script', 'Authorization Queue', and 'Add Allergy'. The main area is divided into several sections:
 

- Prescription Options:** Issue Date: 06/03/2017; Provider List: (860) 925-1221; Pharmacy List: MERIDIAN PHARMACY (1095 DAY HILL ROAD, WINDSOR, CT 06095, (860) 688-0303); Supervising Provider: (empty); Benefit Information: (empty).
- Patient Scripts:** Sally Berlin (Allergies Exist); Account: 4 MRN: 401; Weight: 130 lbs Age: 34 Years Gender: Female D.O.B.: 10/11/1982 Takes Medication: Yes; Favorites: Drug, Allergies, Current Rx, Third Party Drug History; Locate by: Drug by Name; Search...; Category: Allergy (2 items); Category: Cholesterol (2 items); Category: Sleep (1 item).
- CoPay & Coverage Information:** (empty)
- Prescribing Drugs:** A table with columns: Drug Name, Sig Code, Quantity, Refills, Days Supplied, As Written, Sample.
- Visit Information:** Next Visit: (empty); Last Visit: 10/5/2016.

## 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.

Rx Name	Quantity	Refills	Days Supplied	Sig Details	OTC	Generi	CS	Obs
Category : Allergy (2 items)								
Allegra-D 12 Hour 60 mg-120 mg oral tablet, extended...	20	0	20	1 ORALLY (BY...				
Clarinetx 5 mg oral tablet	90	0	90	1 ORALLY (BY...				
Category : Cholesterol (2 items)								
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)								
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.

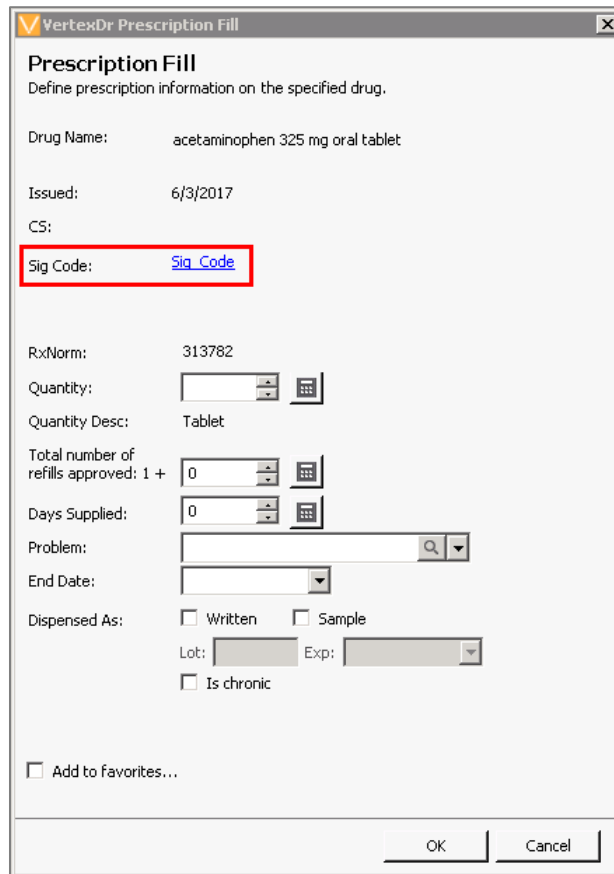
Rx Name	Sig Code	SigDisplay	Generic	OTC	CS
Tylenol 325 mg oral capsule				✓	
Tylenol 325 mg oral tablet				✓	
Tylenol 8 Hour 650 mg oral tablet, extended release				✓	
Tylenol 8 HR Arthritis Pain 650 mg oral tablet, exten...				✓	
Tylenol Allergy Multi-Symptom oral tablet				✓	
Tylenol Children's Plus 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.

## 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.



The screenshot shows the 'VertexDr Prescription Fill' window. The title bar reads 'VertexDr Prescription Fill'. Below the title bar, the window is titled 'Prescription Fill' with the instruction 'Define prescription information on the specified drug.' The form contains the following fields and controls:

- Drug Name: acetaminophen 325 mg oral tablet
- Issued: 6/3/2017
- CS:
- Sig Code: [Sig Code](#) (This field is highlighted with a red rectangular box.)
- RxNorm: 313782
- Quantity: [input field] [calendar icon]
- Quantity Desc: Tablet
- Total number of refills approved: 1 + [input field: 0] [calendar icon]
- Days Supplied: [input field: 0] [calendar icon]
- Problem: [input field] [search icon] [dropdown arrow]
- End Date: [input field] [dropdown arrow]
- Dispensed As:  Written  Sample
- Lot: [input field] Exp: [input field] [dropdown arrow]
- Is chronic
- Add to favorites...
- Buttons: OK, Cancel



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

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

VertexDr Sig Builder - acetaminophen 325 mg oral tablet

Sigs					
A.A	OF EACH	I.V.	INTRAVENOUS	QPM	EVERY EVENING
A.C.	BEFORE MEALS	INJ	INJECT	Q5	UPTO
A.D.	RIGHT EAR	O.D.	RIGHT EYE	S.L	SUB-LINGUAL
A.M.	MORNING	O.S.	LEFT EYE	SS	ONE HALF
A.S.	LEFT EAR	O.U.	BOTH EYES	STAT	NOW/IMMEDIATELY
A.U.	BOTH EARS	OZ	OUNCE	SUPP	SUPPOSITORY
APP	APPLICATOR	P.C	AFTER MEALS (FOOD)	T.I.D.	THREE TIMES A DAY
B.I.D.	TWO TIMES DAILY	P.O.	ORALLY (BY MOUTH)	TAB	TABLET
BP	BLOOD PRESSURE	P.R	RECTALLY	TBS	TABLESPOON
CAP	CAPSULE	P.R.N	AS NEEDED	TSP	TEASPOON
CC	CUBIC CENTIMETER	P.V.	VAGINALLY	UD	AS DIRECTED
CRM	CREAM	PULV	POWDER	UNG	OINTMENT
D/C	DISCONTINUE	Q 4 <sup>h</sup> -6	EVERY 4 TO 6 HOURS	1B.I.D.	TWICE DAILY
GR	GRAM	Q.D.	ONCE A DAY	2B.I.D.	TWICE DAILY
GTT	DROP	Q.H.	HOURLY	3B.I.D.	TWICE DAILY
H.S.	AT BEDTIME	Q.I.D.	FOUR TIMES A DAY	1Q.D.	ONCE DAILY
HR	HOUR	Q.O.D.	EVERY OTHER DAY		
I.M.	INTRAMUSCULAR	QAM	EVERY MORNING		

Quantity: 20.000  
Quantity Description \*: Tablet  
Refills: 0  
Supply: Calculate 10  
Sig Code Display: 1B.I.D.  
Units: 1.000  
Unit Ext.: --  
Doses Per Day: 2  
Sig Text Entry: TWICE DAILY  
Days: 0  
Day Rate: 0

Additional Sigs | Clear Sigs | Clear All | Notes To Pharmacist | OK | Cancel

\* Quantity Description is required for all electronic and mail order prescriptions.

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  $\frac{1}{4}$ ,  $\frac{1}{2}$ , and  $\frac{3}{4}$  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.

**Prescription Writer For: Sally Berlin**

File Action

Send Script Authorization Queue Add Allergy

**Prescription Options** **Sally Berlin (Allergies Exist)** **Patient Scripts**

Issue Date: 06/03/2017

Provider List: (860) 925-1221

Pharmacy List: MERIDIAN PHARMACY, 1095 DAY HILL ROAD WINDSOR, CT 06095 (860) 688-0303 (Default Pharmacy)

Supervising Provider:

Benefit Information:

Visit Information: **Next Visit:** **Last Visit:** 10/5/2016

Account: 4 MRN: 401  
Weight: 130 lbs Age: 34 Years Gender: Female D.O.B.: 10/11/1982 Takes Medication: Yes

Favorites Drug Allergies Current Rx Third Party Drug History

Locate by: Drug by Name ACET Search... Check Obsolete

Rx Name	Sig Code	SigDisplay	Generic	OTC	CS
Aceta-Gesic 325 mg-12.5 mg oral tablet			✓	✓	
Acetadote 20% intravenous solution					
acetaminophen 120 mg rectal suppository			✓	✓	
acetaminophen 160 mg oral tablet, chewable			✓	✓	
acetaminophen 160 mg oral tablet, disintegrating			✓	✓	
acetaminophen 160 mg/5 mL oral liquid			✓	✓	
acetaminophen 160 mg/5 mL oral suspension			✓	✓	
acetaminophen 325 mg oral tablet			✓	✓	
acetaminophen 500 mg oral tablet			✓	✓	
acetaminophen 500 mg/15 mL oral liquid			✓	✓	
acetaminophen 650 mg oral tablet, extended release			✓	✓	
acetaminophen 650 mg rectal suppository			✓	✓	
acetaminophen 80 mg oral tablet, chewable			✓	✓	
acetaminophen 80 mg oral tablet, disintegrating			✓	✓	
acetaminophen compounding powder			✓	✓	

CoPay & Coverage Information

**Prescribing Drugs**

Drug Name	Sig Code	Quantity	Refills	Days Supplied	As Written	Sample
acetaminophen 325 mg oral tablet	1B.I.D.	20 Tablets	0	10		

## Allergies Tab

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

Onset Date	Allergen	Severity	Reaction	Recorded
<b>Status: Active (2 items)</b>				
	penicillins	Mild		10/5/2016
	Bee Pollen	Moderate		10/5/2016
<b>Status: Inactive (1 item)</b>				
1/2/2001	sulfa drugs	Severe	Hives, itching, s...	9/16/2010

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.

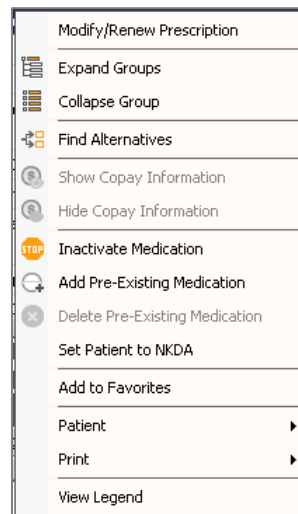
## Current Rx Tab

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	Day
02/28/2017	amoxicillin 250 mg oral tablet, chewable		40 Tablets	2 TWICE DAILY	0	10
02/26/2017	Ambien 10 mg oral tablet		10 Tablets	1 ORALLY (BY...	0	10
10/05/2016	metFORMIN 1000 mg oral tablet		0		0	0
10/05/2016	Coumadin		0		0	0
10/05/2016	Ambien 10 mg oral tablet		25 Tablets	1 ORALLY (BY...	0	10
	Renewed: 10/5/2016					
10/05/2016	levETIRAcetam 500 mg oral tablet		0		0	0
10/05/2016	oxyCODONE 20 mg oral tablet		30 Tablets	1 ORALLY (BY...	0	10
10/05/2016	atenolol 25 mg oral tablet		30 Tablets	1 TABLET ORAL...	3	120
	Renewed: 10/5/2016					
01/09/2012	simvastatin 40 mg oral tablet		30 Tablets	1 TABLET ORAL...	1	60
01/09/2012	levETIRAcetam 500 mg oral tablet		30 Tablets	1 TABLET ORAL...	0	30

### 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.

**VertexDr Prescription Information**

**Meridian Medical Management**  
**Clinical Text For: Ambien 10 mg oral tablet**  
**Provided by Cerner Multum - 6/3/2017**

**Dosage Info:**  
**Usual Adult Dose**  
**Condition:** Insomnia  
 IMMEDIATE RELEASE (IR) TABLET, ORAL SPRAY, and SUBLINGUAL TABLET (EDLUAR):  
 -Initial Dose: 5 mg (Women) OR 5 mg or 10 mg (Men)  
 -Maintenance Dose: The dose may be increased to 10 mg if the 5 mg dose is not effective.  
 -Maximum Dose: 10 mg once a day.  
 -Duration of Therapy: The clinical trials in support of efficacy were 4 to 5 weeks in duration.

CONTROLLED/EXTENDED RELEASE (CR/ER) TABLET:  
 -Initial Dose: 6.25 mg (Women) OR 6.25 mg or 12.5 mg (Men)  
 -Maintenance Dose: The dose may be increased to 12.5 mg if the 6.25 mg dose is not effective.  
 -Maximum Dose: 12.5 mg once a day.  
 -Duration of Therapy: The clinical trials in support of efficacy were up to 3 and 24 weeks in duration.

SUBLINGUAL TABLET (INTERMEZZO):  
 -Initial and Maximum Dose: 1.75 mg (Women) OR 3.5 mg (Men)

Comments: The recommended initial doses for women and men are different due to the lower rate of drug clearance in females.

Use:  
 -IR Tablet, Oral Spray, and Sublingual Tablet (Eduar): Short-term treatment of insomnia characterized by difficulties with sleep initiation.  
 -CR/ER Tablet: Treatment of insomnia characterized by difficulties with sleep onset and/or sleep maintenance (as measured by wake time after sleep onset).  
 -Sublingual Tablet (Intermezzo): As needed treatment of insomnia when a middle of the night awakening is followed by difficulty returning to sleep.

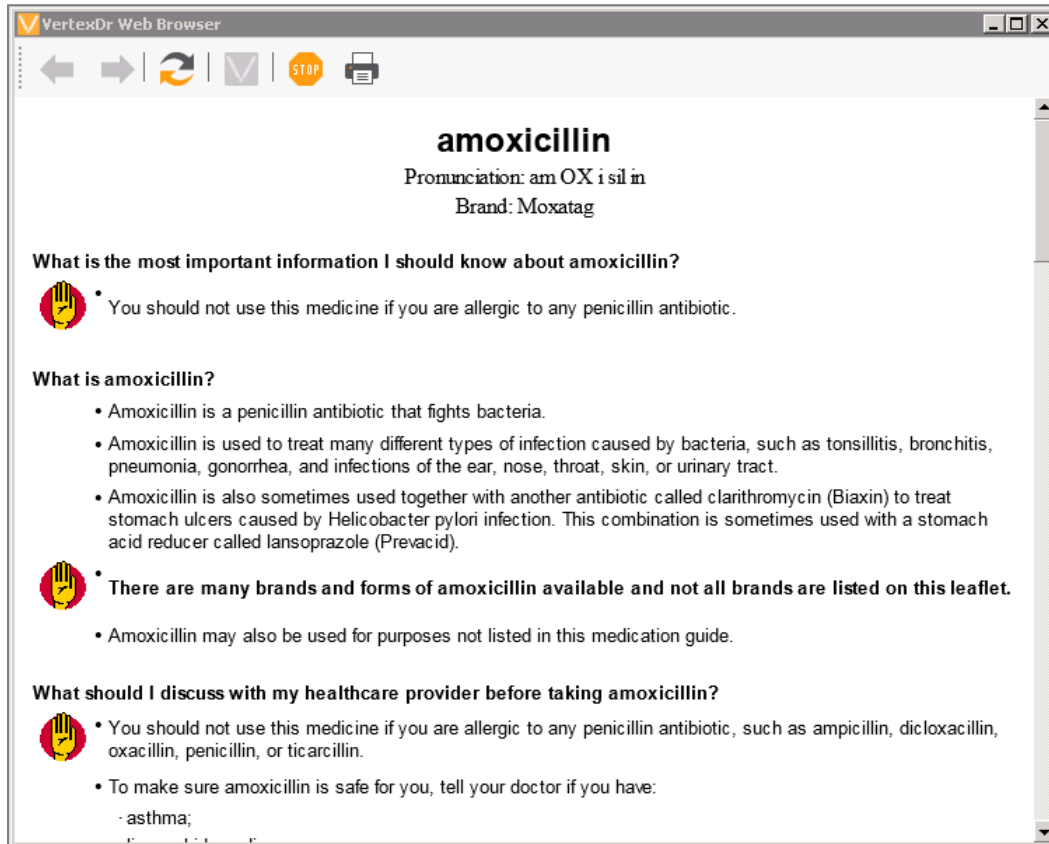
Print Done

### 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

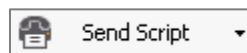
The **Dosing** Tab is used for prescribing medications based on a patient's weight. This feature was added to meet the needs of Pediatric and Family Practices. It provides suggestions to medication dosages based on the patient's weight. All information in this tab must be created manually.

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.

-  **Electronic** The **Electronic** Button is used if the pharmacy can accept an electronic file of the prescription via Sure Scripts.
-  **Fax Script** 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.
-  **Print** The **Print** Button is used to print the prescription to a printer at the office to give to the patient.
-  **Hand Written** 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.
-  **Phone In** The **Phone In** Button is used if the prescription has been called into the pharmacy by telephone.
-  **Administered** The **Administered** Button can be used to document that the medication was given in the office.



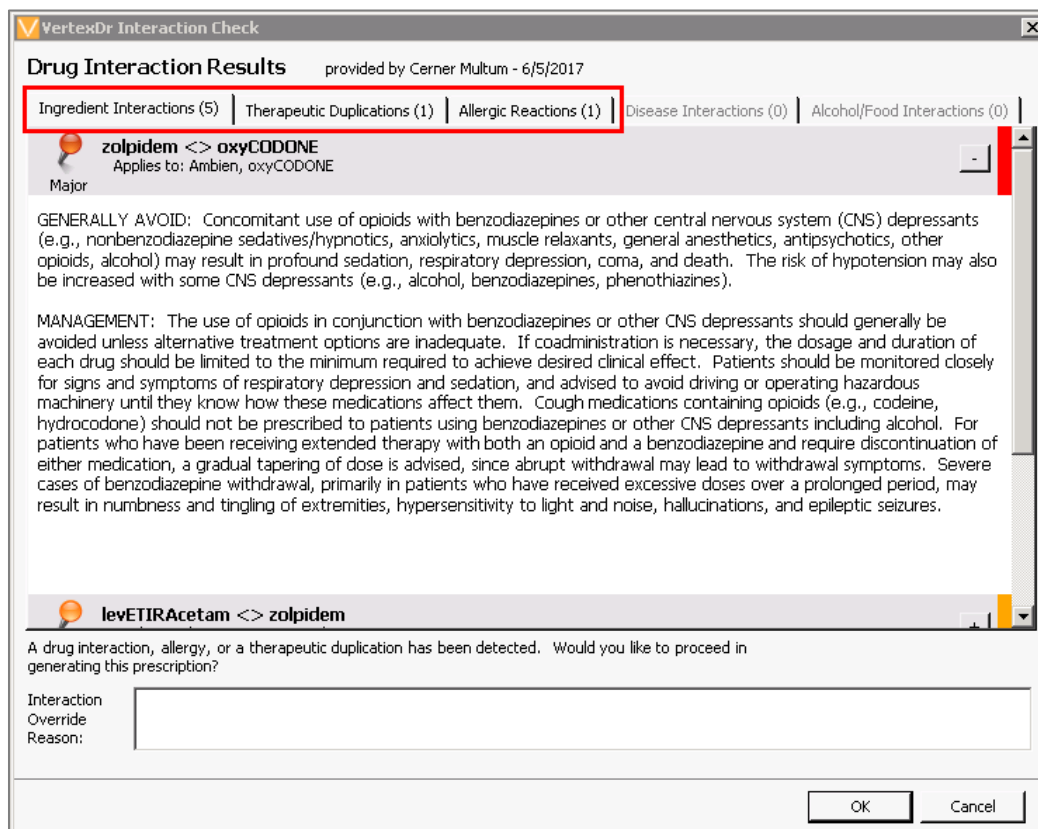
## Interaction Checking

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.

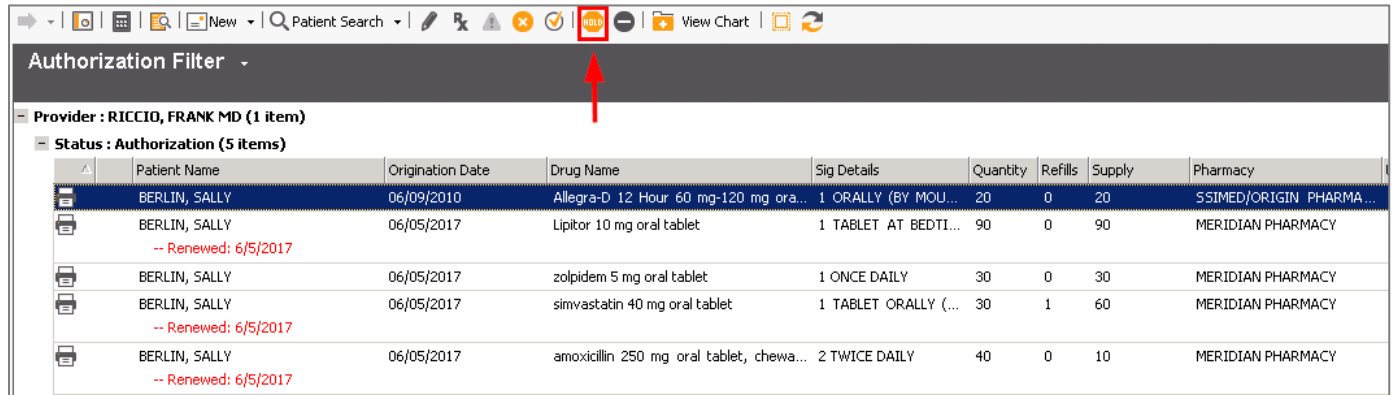
▲	Patient Name	Origination Date	Drug Name	Sig Details	Quantity	Refills	Supply	Pharmacy
☰	BERLIN, SALLY	06/09/2010	Allegra-D 12 Hour 60 mg-120 mg ora...	1 ORALLY (BY MOU...	20	0	20	SSIMED/ORIGIN PHARMA...
☰	BERLIN, SALLY	06/05/2017	Lipitor 10 mg oral tablet	1 TABLET AT BEDTI...	90	0	90	MERIDIAN PHARMACY
	-- 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. 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.

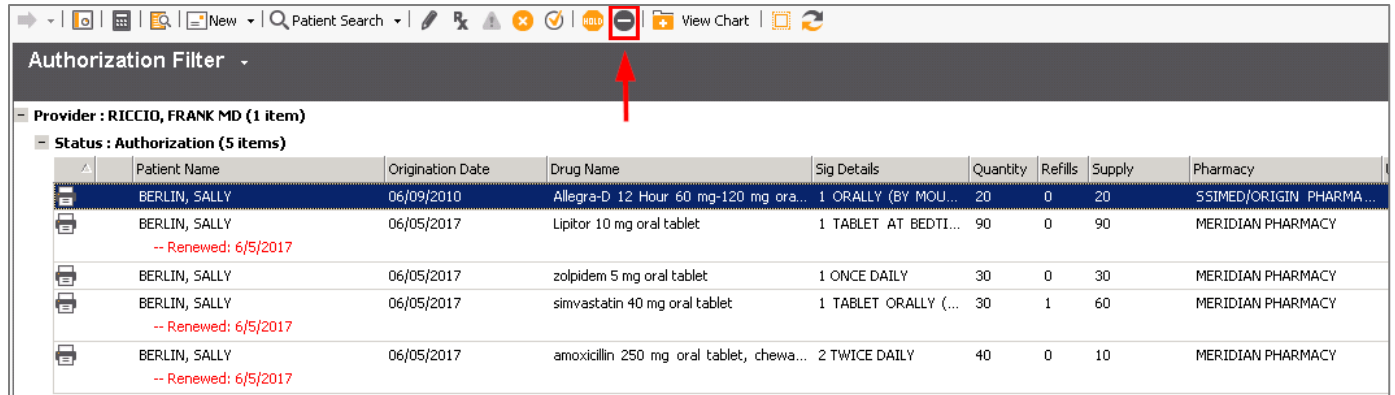


3. Click the **OK** Button to save the comments. The patient's prescription will now be displayed in the *Held Status Group*. The added comment appears in *red* below the prescription line.

## 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.



Authorization Filter -

Provider : RICCIO, FRANK MD (1 item)

Status : Authorization (5 items)

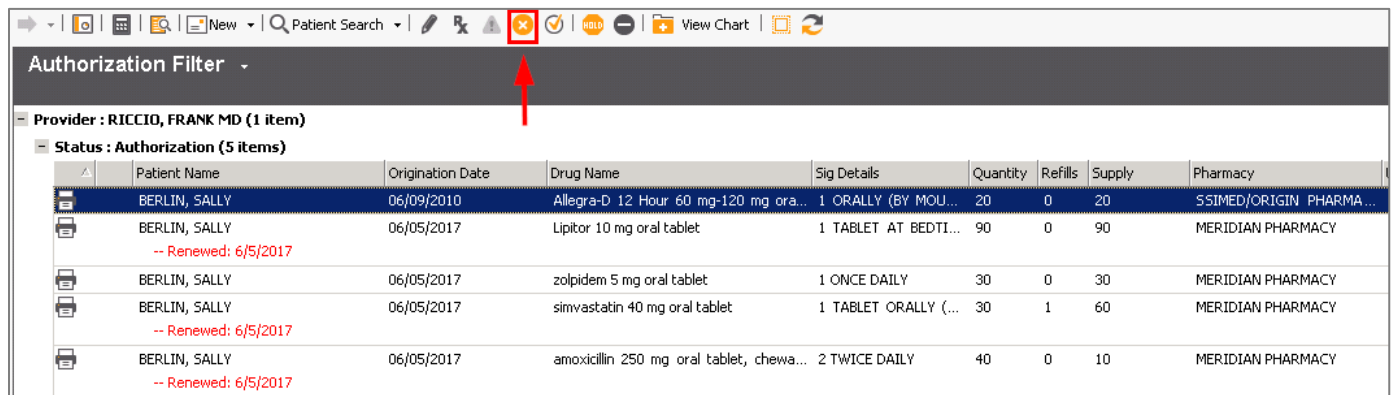
	Patient Name	Origination Date	Drug Name	Sig Details	Quantity	Refills	Supply	Pharmacy
	BERLIN, SALLY	06/09/2010	Allegra-D 12 Hour 60 mg-120 mg ora...	1 ORALLY (BY MOU...	20	0	20	SSIMED/ORIGIN PHARMA...
	BERLIN, SALLY	06/05/2017	Lipitor 10 mg oral tablet	1 TABLET AT BEDTI...	90	0	90	MERIDIAN PHARMACY
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

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



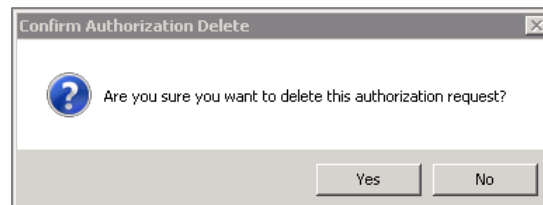
Authorization Filter -

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 *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.