



EAST TENNESSEE STATE
UNIVERSITY

QUILLEN ETSU PHYSICIANS

Module 3: Ordering & Managing Prescriptions

Provider Training Module
Allscripts Touchworks EHR

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MODULE INSTRUCTIONS

There are a total of 5 modules that need to be completed prior to the on-site training. It is **REQUIRED** that you complete all of the modules **PRIOR** to training.

These modules are intended to serve two purposes: as an introduction to the system, and as a reference. The modules are very detailed. As such, we don't expect you to retain all of the information in the slides before training; however, we encourage you to print the PDFs, as you will be able to refer back to them as you begin to use the system.

Training will consist mainly of mock practice sessions, so a basic knowledge of the system prior to training is essential. If you have any problems completing these modules, please contact the EHR team. (Contact info is on Slide 1 of each module).

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REVIEW CURRENT MEDS

To order an Rx on a patient, first review their current meds by clicking on the **Meds** tab on the **Clinical Desktop**.

The screenshot displays a clinical desktop interface for a patient named TEST, FRANKENSTEIN. The interface includes a navigation bar with tabs for Daily, Clinical Desktop (highlighted with a red box), New Note, Task List, Batch Sign, Appointments, Patient Lists, Provider Schedules, and Worklist. The patient's information is shown in a header section, including Age (35 Years), Sex (F), DOB (03/03/1979), PCP (Bochis, Melania), MRN (001000647052001), Allergies (Med & Non Med), and H Phone ((423)111-1111). Below the header, there are several alert banners: Iodine Allergy, Latex Allergy, Patient does not speak English, Patient has a caregiver, and Pt likes people, with salt and pepper. The main content area is divided into two panes. The left pane shows a list of problems, categorized into Active and Past Medical History. The right pane shows the Current Medications section, with the Meds tab highlighted (circled in red). The Current Medications list includes: Actos 45 MG Oral Tablet (Pioglitazone HCl); take 1 tablet before meals and 2 tablets before bed; Aspirin 81 MG Oral Tablet Chewable; CHEW AND SWALLOW 1 TABLET DAILY; HumaLOG 100 UNIT/ML Subcutaneous Solution; USE AS DIRECTED; and Insulin Syringe; USE AS DIRECTED. The interface also includes a bottom navigation bar with buttons for Add to My Priority, New, Edit, Resolve, Change Type to, New Rx, Renew w/ Changes, Edit Selected, Edit, Record D/C, and Completed On.

Clinical Desktop

TEST, FRANKENSTEIN Age: 35 Years DOB: 03/03/1979 MRN: 001000647052001
Sex: F PCP: Bochis, Melania FYI: FYI
Allergies: Med & Non Med H Phone: (423)111-1111

ETSU - Clinician

Iodine Allergy Latex Allergy Patient does not speak English Patient has a caregiver Pt likes people, with salt and pepper

Problem Notes Labs Procedures Radiology Chart Worklist

All Problem List

Name	ICD-9	Managed By
Active		
Acute frontal sinusitis	461.1	ALLSCRIPTS, Pr
Acute upper respiratory infection	465.9	Garland, Bridget
Bipolar disorder	296.80	
Cancer	199.1	Garland, Bridget
Community acquired pneumonia	486	Garland, Bridget
Diabetes mellitus	250.00	
Hungry bone syndrome	275.5	Garland, Bridget
Nontoxic multinodular goiter	241.1	
Ophthalmoplegia internuclearis	378.86	Garland, Bridget
Pain, abdominal	789.00	
Health Maintenance	V70.0	
Past Medical History		
History of Acute tonsillitis	463	Garland, Bridget
History of Bilateral Pheochromocytoma	227.0	
History of depression	V11.8	
History of headache	V13.89	
* History of hypertension	V12.59	Garland, Bridget
History of migraine headaches	V12.49	

HMP/Reminders Growth Chart

Vital Signs **Meds** Med Flowsheet Orders Allergies Immunizations Flowsheets

Current Medications None Alpha Rec: 15Aug2013

- Actos 45 MG Oral Tablet (Pioglitazone HCl); take 1 tablet before meals and 2 tablets before bed
Therapy: (Recorded:06Jun2014) to; Status: ACTIVE Recorded
- Aspirin 81 MG Oral Tablet Chewable; CHEW AND SWALLOW 1 TABLET DAILY;
Therapy: 06Jun2014 to (Evaluate:05Aug2014); Last Rx:06Jun2014; Status: ACTIVE - Retrospective Authorization Ordered
- HumaLOG 100 UNIT/ML Subcutaneous Solution; USE AS DIRECTED;
Therapy: 28May2014 to (Last Rx:28May2014); Status: ACTIVE - Retrospective Authorization Ordered
- Insulin Syringe; USE AS DIRECTED;
Therapy: 28May2014 to (Complete:25Sep2014); Last Rx:28May2014; Status: UNAUTHORIZED - Requires Authorization Ordered

Add to My Priority New Edit Resolve Change Type to

New Rx Renew w/ Changes Edit Selected Edit Record D/C Completed On

RENEWING MEDS

If the med has already been ordered for the patient, and simply needs to be refilled, highlight the medication by single clicking it, and then click **Renew w/ Changes** from the toolbar.

The screenshot displays a medical software interface for patient TEST, FRANKENSTEIN. The patient's information includes Age: 35 Years, Sex: F, DOB: 03/03/1979, PCP: Bochis, Melania, MRN: 001000647052001, FYI: FYI, Allergies: Med & Non Med, and H Phone: (423)111-1111. The interface shows a list of current medications, with 'Actos 45 MG Oral Tablet (Pioglitazone HCl); take 1 tablet before meals and 2 tablets before bed' highlighted. The 'Renew w/ Changes' button in the toolbar is also highlighted.

Problem	Notes	Labs	Procedures	Radiology	Chart	Worklist
All	Problem List					
	Name	ICD-9	Managed By			
Active						
	Acute frontal sinusitis	461.1	ALLSCRIPTS, Pr			
	Acute upper respiratory infection	465.9	Garland, Bridget			
	Bipolar disorder	296.80				
	Cancer	199.1	Garland, Bridget			
	Community acquired pneumonia	486	Garland, Bridget			
	Diabetes mellitus	250.00				
	Hungry bone syndrome	275.5	Garland, Bridget			
	Nontoxic multinodular goiter	241.1				
	Ophthalmoplegia internuclearis	378.86	Garland, Bridget			
	Pain, abdominal	789.00				
	Health Maintenance	V70.0				
Past Medical History						
	History of Acute tonsillitis	463	Garland, Bridget			
	History of Bilateral Pheochromocytoma	227.0				
	History of depression	V11.8				
	History of headache	V13.89				
	* History of hypertension	V12.59	Garland, Bridget			
	History of migraine headaches	V12.49				

Current Medications: None Alpha Rec: 15Aug2013

- Actos 45 MG Oral Tablet (Pioglitazone HCl); take 1 tablet before meals and 2 tablets before bed Chart View
Therapy: (Recorded:06Jun2014) to: Status: ACTIVE Recorded
- Aspirin 81 MG Oral Tablet Chewable; CHEW AND SWALLOW 1 TABLET DAILY;
Therapy: 06Jun2014 to (Evaluate:05Aug2014); Last Rx:06Jun2014; Status: ACTIVE - Retrospective Authorization Ordered
- HumaLOG 100 UNIT/ML Subcutaneous Solution; USE AS DIRECTED;
Therapy: 28May2014 to (Last Rx:28May2014); Status: ACTIVE - Retrospective Authorization Ordered
- Insulin Syringe; USE AS DIRECTED;
Therapy: 28May2014 to (Complete:25Sep2014); Last Rx:28May2014; Status: UNAUTHORIZED - Requires Authorization Ordered

Toolbar: New Rx, **Renew w/ Changes**, Edit Selected, Edit, Record D/C, Completed On

ENCOUNTER SELECTOR

If the patient is not on today's schedule, you will get an Encounter Selector. This screen is simply asking for a date to attach to the order. For med renewals, choose **New Encounter**, and **Medication Renewal** from the drop down. Click OK.

The screenshot shows a medical software interface with a patient record and an 'Encounter Selector' dialog box. The patient record includes fields for 'Commit', 'Pat Loc', and 'Status'. The patient's name is partially visible as 'y'. The patient's medical history includes 'Patient does not speak English', 'Patient has a caregiver', and 'Pt likes people, with salt and pepper'. The 'Encounter Selector' dialog box is titled 'Encounter Selector -- Webpage Dialog' and contains the following information:

Existing Encounters:

Date	Provider	Type
10 Jun 2014	ALLSCRIPTS, Provider	Appointment
06 Jun 2014	Unassociated	Non-Appointment
01 Jun 2014	Unassociated	Non-Appointment
30 May 2014	Unassociated	Chart Update
04 May 2014	Summers, Jeffrey	Appointment
03 May 2014	Summers, Jeffrey	Appointment

New Encounter:

Date: 11 Jun 2014

Type: Medication Renewal

The 'New Encounter' section is highlighted with a red box. The 'Type' dropdown menu is open, showing the following options: Broadmore Visit, Chart Update, CXD Document, Image Encounter, Lab, Medication Renewal (highlighted), Message, Non-Appointment, Result, Rx Renewal, and Telephone Call. A 'Cancel' button is visible at the bottom right of the dialog box.

LINK TO DIAGNOSIS

In the **Link to** field, click the drop down and choose the appropriate diagnosis for which you are prescribing the medication. If the diagnosis has not yet been added to the patient's chart, you can click **Add New Problem**, which will take you to the Active problems tab. You can link to multiple diagnoses.

TEST, FRANKENSTEIN 35 YO F DOB: 03Mar1979 Medication Renewal 06/11/2014

Order Entry Record w/o Ordering

Actos 45 MG Oral Tablet (Pioglitazone HCl)

Link to: [0]

Co-Pay and Coverage Detail

Sig Status... Active;

Wt : 72.58 Kg 14 Apr 2014 Ht : 172.72 cm 14 Apr 2014 BSA : 1.86

SIG : Personal New Structured New Free Text Dosage Calculator

ALL TAKE 1 TABLET ONCE DAILY.

QD take 1 tablet before meals and 2 tablets before bed X Tablet

OTHER

Days: Record

Additional Orders

Pharmacy Cite Result

Tip: Linking your orders to a diagnosis is important for several reasons; the system will remember what you've ordered, which will make ordering easier on future patients, and it will also show up in the note and on the clinical summary, which is given to the patient.

- Add New Problem
- Acute frontal sinusitis (461.1)
- Acute upper respiratory infection (465.9)
- Bipolar disorder (296.80)
- Cancer (199.1)
- Community acquired pneumonia (486)
- Diabetes mellitus (250.00)
- Health Maintenance (V70.0)
- Hungry bone syndrome (275.5)
- Nontoxic multinodular goiter (241.1)
- Ophthalmoplegia internuclearis (378.86)
- Pain, abdominal (789.00)
- Show All Problems
- Link To Order

SIG INFORMATION

Once you've linked the Rx to a diagnosis, fill in the sig information. Most of the time, you'll be able to just check a box in the **Personal** sig section, and then fill in the Qty, Days, and number of refills.

Medication Details

TEST, FRANKENSTEIN 35 YO F DOB: 03Mar1979

Order Entry

Actos 45 MG Oral Tablet (Pioglitazone HCl)

Co-Pay and Coverage Detail

Sig Status... Active;

Wt : 72.58 Kg 14 Apr 2014 Ht : 172.72 cm 14 Apr 2014 BSA : 1.86

SIG : Personal New Structured New Free Text Dosage Calculator

ALL
QD
OTHER

TAKE 1 TABLET ONCE DAILY.
 take 1 tablet before meals and 2 tablets before bed X Tablet

Days: 30 Qty: 30 Tablet Refill: 6 Evaluate 08Jan2015 DAW Save as default for selected SIG

Record

NEW STRUCTURED AND FREE TEXT SIGS

However, if a personal sig isn't available, or if you are prescribing a tapered dosage that requires a free text field, you can click on either the **New Structured** radio button or the **New Free Text** radio button in order to create an appropriate sig.

This screenshot shows the 'New Structured' sig creation interface. At the top, the patient information is displayed: Wt : 72.58 Kg, 14 Apr 2014, Ht : 172.72 cm, 14 Apr 2014, and BSA : 1.86. The 'SIG :' section has three radio buttons: 'Personal', 'New Structured' (which is selected and highlighted with a red box), and 'New Free Text'. To the right of these buttons is a 'Dosage Calculator' button. Below the radio buttons, there are several input fields: 'TAKE' (a dropdown menu), a yellow input field, 'TABLET' (a dropdown menu), another yellow input field, 'Total Daily Dose:' (a text box), 'PRN:' (a checkbox), a 'Reason...' text box, 'Maximum Daily Dose:' (a text box), and 'Additional Instructions...' (a text box). At the bottom, there are fields for 'Days:', 'Qty:', 'Tablet' (a dropdown menu), 'Refill:' (a text box with '0'), 'Evaluate' (a dropdown menu), and 'DAW' (a checkbox).

This screenshot shows the 'New Free Text' sig creation interface. The patient information at the top is the same as in the first screenshot. In the 'SIG :' section, the 'New Free Text' radio button is selected and highlighted with a red box. The 'Dosage Calculator' button is still present. Below the radio buttons, there is a '(140 Char)' label, a 'Maximum Daily Dose:' text box, and a 'Total Daily Dose:' text box. A large yellow text area is provided for entering the free text sig.

Tip: If you do create a new Structured or Free Text sig, the system will automatically save it to your Personal sigs so it will be available the next time you order that particular medication.

SEND TO PHARMACY

Once you've filled out the sig info, choose how you want the sig to be sent to the pharmacy.

Send to Retail – e-scribes it to the pharmacy (default. This is how most scripts will be sent)

Send to Mail Order – e-scribes it to the patient's mail order pharmacy

Print Rx – Prints the script on prescription paper

Record – simply records it in the chart. Does not send to pharmacy

Wt : 72.58 Kg 14 Apr 2014 Ht : 172.72 cm 14 Apr 2014 BSA : 1.86

SIG : Personal New Structured New Free Text Dosage Calculator

ALL TAKE 1 TABLET ONCE DAILY.
QD take 1 tablet before meals and 2 tablets before bed X Tablet
OTHER

Days: 30 Qty: 30 Tablet Refill: 6 Evaluate 08Jan2015 DAW Save as default for selected SIG

Record
Call Rx
Dispense Sample
Print Rx
Record
Send To Mail Order
Send To Retail

Communication Action field

Cite Result

PHARMACY FIELD

If the Send to: field is set to **Send to Retail/Send to Mail Order**, a pharmacy field will pull in. If your nurse has added the patient's pharmacy to their chart, it will pull in to this field. If the patient has more than one pharmacy, you can choose the correct option by clicking the drop down arrow.

Actos 45 MG Oral Tablet (Pioglitazone HCl) ▼

∨ Co-Pay and Coverage Detail

∧ Sig Active;

Wt : 72.58 Kg 14 Apr 2014 Ht : 172.72 cm 14 Apr 2014 BSA : 1.86

SIG : Personal New Structured New Free Text

ALL TAKE 1 TABLET ONCE DAILY.
QD take 1 tablet before meals and 2 tablets before bed X Tablet
OTHER

Days: Qty: Tablet Refill: Evaluate 08Jan2015 DAW
 Save as default for selected SIG

Send To Retail ▼ TouchWorks Test Pharmacy Split Rx

Pharmacy	Phone	Fax	Address	City	State	ZipCode
CVS PHARMACY # 1529	(804) 291-1461	(555) 555-5555	624 WEST SOUT	RICHMOND	VA	23224
TouchWorks Test Pharmacy	(800) 654-0889	(555) 555-5555	222 Merchandise	Chicago	Illinois	60654

Tip: If the correct pharmacy isn't available in the drop down, you can do a search by clicking on the binoculars.

PHARMACY SEARCH

Detail Dialog

Select Retail Pharmacy

Personal Site List All Alpha Frequency of Use Save as Default View

Name: Phone/Fax: 

Address 1: Zip: - Search

City: State: Include LTC and Specialty

Name	Address 1	Landmark	City	State	Zip	Phone	Fax	Type	Store Nu	Additional Info
BAKERSVILLE PHARMACY	22 HWY 226 SOUTH		BAKER...	NC	28705	(828)688-...	(555)555-...	Script		
BLANKENSHIP PHARMACY	222 E. WATAUGA AVE.		JOHNS...	TN	37601	(423)828...	(555)555...	Script		
BOONE'S CREEK PHARM...	4729 N. ROAN ST.	STE 2	JO...							
CLINCH VALLEY PHARMA...	988 BEN BOLT AVE		TA...							
COLONIAL HEIGHTS PHA...	4221 FORT HENRY DRIVE		KIN...							
CVS/PHARMACY #3713	1940 S ROAN ST		JO...							
CVS/PHARMACY #3717	2111 NORTH ROAN ST...		JO...							
CVS/PHARMACY #3726	3030 WEST STATE STR...		BR...							
CVS/PHARMACY #5636	840 W. MARKET ST.		JO...							
CVS/PHARMACY #5664	4106 FT. HENRY DR.		KIN...							
CVS/PHARMACY #6303	2940 CLINCH ST		RIC...							
CVS/PHARMACY #7235 (B...	4209 N ROAN ST.,		JO...							
CVS/PHARMACY #7280	1100 WEST ELK AVE.		EL...							
CVS/PHARMACY #7655	1161 US HWY 19 E		EL...							
CVS/PHARMACY #7714	1315 VIRGINIA AVE		BR...							
FOOD CITY PHARMACY #...	1205 NORTH EASTMAN...		KINGSP...	TN	37664	(423)247-...	(555)555-...	Script		
FOOD CITY PHARMACY #...	920 BROAD STREET	VILLAG...	ELIZAB...	TN	37643	(423)542-...	(555)555-...	Script		
FOOD CITY PHARMACY #...	500 FOREST DRIVE		JONES...	TN	37659	(423)753-...	(555)555-...	Script		
FOOD CITY PHARMACY #	4307 NORTH ROAN ST		JOHNS...	TN	37615	(423)952-	(555)555-	Script		

OK Cancel

Clicking the binoculars will pull up the Pharmacy Search screen. To search, first, scroll down through the **Site List** (this shows every pharmacy that has been used by users in your clinic). If that doesn't give you what you're looking for, change the radio button to **All**, and then search by the pharmacy name and a city or state.

ORDERED BY/SUPERVISED BY

Once you've pulled in the pharmacy, pull your preceptor's name into the **Ordered by** and **Managed by** fields. Click OK.

Additional Details

Pharmacy: Cite Result

Instructions: (210 chars)

Ordered By:  ALLSCRIPTS, Provider 

Managed By: ALLSCRIPTS, Provider  Supervised By:  Auth: Retrospective

Rx Date: 12Jun2014 Do Not Fill Before: Expires: 12Jun2015 Therapy Start: End:

Replaced: Link Unverified Order:

Administration Schedule

Su: Mo: Tu: We: Th: Fr: Sa: Keep On Person:

Order and Renewal History

Fill History

Filters Applied: Only last 10 Actions are displayed. [View all activity for this therapy.](#)

Row#	Medication	Action	Date	SIG	Ordered By	Dispense
1	Actos 45 MG Oral Tablet	Recorded as History	06Jun2014	take 1 tablet before meals and 2 tablets before bed		

DUR Alerts: [Drug-Drug \(0\)](#) | [PAR \(0\)](#) | [Disease \(0\)](#) | [Dup Therapy \(0\)](#) | [Dose \(0\)](#)

Audit OK Cancel

COMMITTING CHANGES

Once you click OK, you will be taken back to the Clinical Desktop. Notice that the **Commit** button is now in yellow, which means there are items that require committing (saving). Additionally, the script has been added to the Meds tab. Also note that it automatically changed it from the brand name (Actos) to the generic (pioglitazone).

The screenshot displays a clinical desktop interface with the following elements:

- Navigation Bar:** Task List, Batch Sign, Appointments, Patient Lists, Provider Schedules, Worklist.
- Patient Information:** TEIN, Age: 35 Years, Sex: F, Allergies: Med & Non Med, DOB: 03/03/1979, PCP: Bochis, Melania, HPhone: (423)111-1111, MRN: 001000647052001, FYI: FYI.
- Buttons:** A yellow **Commit** button is highlighted with a red box.
- Alerts:** Patient does not speak English, Patient has a caregiver, Pt likes people, with salt and pepper.
- Medication Management:** The Meds tab is active, showing a list of current medications. The entry for Pioglitazone HCl is highlighted with a red box.

Tip: This script has not yet been sent to the pharmacy, because it hasn't been committed!

Current Medications: None, Alpha, Rec: 15Aug2013

- Aspirin 81 MG Oral Tablet Chewable; CHEW AND SWALLOW 1 TABLET DAILY; Therapy: 06Jun2014 to (Evaluate:05Aug2014); Last Rx:06Jun2014; Status: ACTIVE - Retrospective Authorization Ordered
- HumaLOG 100 UNIT/ML Subcutaneous Solution; USE AS DIRECTED; Therapy: 28May2014 to (Last Rx:28May2014); Status: ACTIVE - Retrospective Authorization Ordered
- Insulin Syringe; USE AS DIRECTED; Therapy: 28May2014 to (Complete:25Sep2014); Last Rx:28May2014; Status: UNAUTHORIZED - Requires Authorization Ordered
- Pioglitazone HCl - 45 MG Oral Tablet (Actos); TAKE 1 TABLET ONCE DAILY; Last Rx:12Jun2014; Status: ACTIVE - Retrospective Authorization Ordered**

MEDICATION VIEWER

Medication Viewer

TEST, FRANKENSTEIN 35 YO F DOB: 03Mar1979 Medication Renewal 06/11/2014

[Details](#) [Order and Renewal History](#) [Annotations](#) [MAR History](#) [Education History](#) Previous Next

Pioglitazone HCl - 45 MG Oral Tablet (Actos 45 MG Oral Tablet)

TAKE 1 TABLET ONCE...

Rx Date: 12Jun2014
Dispensed: Days: 30 **Qty:** 30 (Tablet) **Refill:** 1 **DAW =** N

Status: Active - Retrospective Authorization

Ordered by: ALLSCRIPTS,Provider **Expected Action:** Evaluate 11Aug2014
Last Updated By: Logan,Jennifer **Expires:** 12Jun2015
Managed by: ALLSCRIPTS,Provider **Authorization:** Retrospective

For: Diabetes mellitus (250.00)

Rx: 41242688
Recorded

Rx Benefit: None

Once you commit the Rx, it will be sent to the pharmacy. If you ever need to see the order and renewal history on a medication, double click on the medication on the Meds tab.

Order and Renewal History

Filters Applied: Only last 10 Actions are displayed. [View all activity for this therapy.](#)

Row#	Medication	Action	Date	SIG	Ordered By	Dispense
1	Pioglitazone HCl - 45 MG Oral Tablet	Renewed	12Jun2014	TAKE 1 TABLET ONCE DAILY.	ALLSCRIPTS,Provider	30 Days; #:30 Tablet; Refill:1
2	Actos 45 MG Oral Tablet	Recorded as History	06Jun2014	take 1 tablet before meals and 2 tablets before bed		

Edit Authorize Audit Annotate Fill History

ORDERING A NEW RX

The screenshot displays a clinical software interface for a patient named TEST, FRANKENSTEIN. The patient's details include Age: 35 Years, Sex: F, DOB: 03/03/1979, PCP: Bochis, Melania, and H Phone: (423)111-1111. The interface features a top navigation bar with tabs for Daily, Clinical Desktop, New Note, Task List, Batch Sign, Appointments, Patient Lists, Provider Schedules, and Worklist. Below this, a toolbar contains various icons, with the 'New Rx' icon (a red 'Rx' symbol) circled in red. The patient's allergies are listed as Iodine Allergy, Latex Allergy, Patient does not speak English, Patient has a caregiver, and Pt likes people, with salt and pepper. The main area is divided into sections for Problem List, Current Medications, and Past Medical History. The Problem List shows active conditions like Acute frontal sinusitis and Acute upper respiratory infection. The Current Medications section lists several drugs, including Aspirin, Humalog, Insulin Syringe, and Pioglitazone HCl. The Past Medical History section lists conditions such as Acute tonsillitis, Bilateral Pheochromocytoma, depression, headache, hypertension, and migraine headaches. A yellow text box is overlaid on the Problem List section, providing instructions on how to order a new medication. At the bottom of the interface, a 'New Rx' button is also circled in red.

TEST, FRANKENSTEIN Age: 35 Years DOB: 03/03/1979 MRN: 001000647052001
Sex: F PCP: Bochis, Melania FYI: FYI
Allergies: Med & Non Med H Phone: (423)111-1111

ETSU - Clinician

Commit Pat Loc Status

Iodine Allergy Latex Allergy Patient does not speak English Patient has a caregiver Pt likes people, with salt and pepper

Problem Notes Labs Procedures Radiology Chart Worklist

All Problem List

Name	ICD-9	Managed By
Active		
Acute frontal sinusitis	461.1	ALLSCRIPTS, Pr
Acute upper respiratory infection	465.0	Garland, Bridget
Past Medical History		
History of Acute tonsillitis	463	Garland, Bridget
History of Bilateral Pheochromocytoma	227.0	
History of depression	V11.8	
History of headache	V13.89	
* History of hypertension	V12.59	Garland, Bridget
History of migraine headaches	V12.49	

Current Medications None Alpha Rec: 15Aug2013

- Aspirin 81 MG Oral Tablet Chewable; CHEW AND SWALLOW 1 TABLET DAILY; Therapy: 06Jun2014 to (Evaluate:05Aug2014); Last Rx:06Jun2014; Status: ACTIVE - Retrospective Authorization Ordered
- Humalog 100 UNIT/ML Subcutaneous Solution; USE AS DIRECTED; Therapy: 28May2014 to (Last Rx:28May2014); Status: ACTIVE - Retrospective Authorization Ordered
- Insulin Syringe; USE AS DIRECTED; Therapy: 28May2014 to (Complete:25Sep2014); Last Rx:28May2014; Status: UNAUTHORIZED - Requires Authorization Ordered
- Pioglitazone HCl - 45 MG Oral Tablet (Actos 45 MG Oral Tablet); TAKE 1 TABLET ONCE DAILY; Last Rx:12Jun2014; Status: ACTIVE - Retrospective Authorization Ordered
Rx By: ALLSCRIPTS,Provider; Dispense: 30 Days ; #30 Tablet; Refill: 1;
For: Diabetes mellitus; DAW = N; Record; Last Updated By: Logan,Jennifer; 06/12/2014 10:55:34 AM

Add to My Priority New Edit Resolve Change Type to

New Rx Renew w/ Changes Edit Selected Edit Record D/C Completed On

ACI SCREEN

Clicking on the **New Rx** button will pull up the ACI screen. This is the same screen where you entered the patient's history items, but now, you are on the **Orders** tab, instead of the **History Builder** tab.

The screenshot displays the 'Add Clinical Item' window for patient TEST, FRANKENSTEIN, 35 YO, F, DOB: 03Mar1979. The window title is 'Add Clinical Item' and the patient information is shown at the top. The 'Medication Renewal' date is 06/11/2014. The 'Orders' tab is highlighted in red. The interface includes a 'Problems' list on the left, a 'Send To Retail' dropdown set to 'TouchWorks Test Pharmacy', and a list of medications for selection. The 'DUR Alerts' section at the bottom shows zero alerts for Drug-Drug, PAR, Disease, Dup Therapy, and Dose. The 'OK' and 'Cancel' buttons are visible at the bottom right.

Problems List:

- My Priority
 - Acute frontal sinusitis
 - Diabetes mellitus
- Health Maintenance/Risks
 - Health Maintenance
- Other Problems
 - Acute upper respiratory infection
 - Bipolar disorder
 - Cancer
 - Community acquired pneumonia
 - Hungry bone syndrome
 - Nontoxic multinodular goiter

Medication List:

- Adderall 10 MG Oral Tablet
- Adderall 12.5 MG Oral Tablet
- Adderall 15 MG Oral Tablet
- Adderall 20 MG Oral Tablet
- Adderall 30 MG Oral Tablet
- Adderall 5 MG Oral Tablet
- Adderall 7.5 MG Oral Tablet
- Adderall XR 10 MG Oral Capsule Extended Release
- Adderall XR 15 MG Oral Capsule Extended Release
- Adderall XR 20 MG Oral Capsule Extended Release
- Adderall XR 25 MG Oral Capsule Extended Release
- Adderall XR 30 MG Oral Capsule Extended Release
- Adderall XR 5 MG Oral Capsule Extended Release
- Amphetamine-Dextroamphetamine ER 10 MG Oral Capsule
- Amphetamine-Dextroamphetamine ER 15 MG Oral Capsule
- Amphetamine-Dextroamphetamine ER 20 MG Oral Capsule
- Amphetamine-Dextroamphetamine ER 25 MG Oral Capsule
- Amphetamine-Dextroamphetamine ER 30 MG Oral Capsule
- Amphetamine-Dextroamphetamine ER 5 MG Oral Capsule
- Amphetamine-Dextroamphetamine 10 MG Oral Tablet
- Amphetamine-Dextroamphetamine 12.5 MG Oral Tablet
- Amphetamine-Dextroamphetamine 15 MG Oral Tablet
- Amphetamine-Dextroamphetamine 20 MG Oral Tablet
- Amphetamine-Dextroamphetamine 30 MG Oral Tablet
- Amphetamine-Dextroamphetamine 5 MG Oral Tablet
- Amphetamine-Dextroamphetamine 7.5 MG Oral Tablet

DUR Alerts: Drug-Drug (0) | PAR (0) | Disease (0) | Dup Therapy (0) | Dose (0)

ACI SCREEN

TEST, FRANKENSTEIN 35 YO F DOB: 03Mar1979 Medication Renewal 06/11/2014

History Builder Orders

Problem - base **Rx** Med Admin Immun Lab Rad Procs Findings FU/Ref Instruct Supplies

Send To Retail TouchWorks Test Pharmacy

Entering For: ALLSCRIPTS,Provider Supervised By: ALLSCRIPTS,Provider

Adderall My Favorites Off Record w/o Ordering Pharmacy Supp

- Adderall 10 MG Oral Tablet
- Adderall 12.5 MG Oral Tablet
- Adderall 15 MG Oral Tablet
- Adderall 20 MG Oral Tablet
- Adderall 30 MG Oral Tablet
- Adderall 5 MG Oral Tablet
- Adderall 7.5 MG Oral Tablet
- Adderall XR 10 MG Oral Capsule Extended Rele...
- Adderall XR 15 MG Oral Capsule Extended Rele...
- Adderall XR 20 MG Oral Capsule Extended Rele...
- Adderall XR 25 MG Oral Capsule Extended Rele...
- Adderall XR 30 MG Oral Capsule Extended Rele...
- Amphetamine-Dextroamphetamine ER 25 MG Oral Capsu...
- Amphetamine-Dextroamphetamine ER 30 MG Oral Capsu...
- Amphetamine-Dextroamphetamine ER 5 MG Oral Capsul...
- Amphetamine-Dextroamphetamine 10 MG Oral Tab...
- Amphetamine-Dextroamphetamine 12.5 MG Oral Ta...
- Amphetamine-Dextroamphetamine 15 MG Oral Tab...
- Amphetamine-Dextroamphetamine 20 MG Oral Tab...
- Amphetamine-Dextroamphetamine 30 MG Oral Tab...
- Amphetamine-Dextroamphetamine 5 MG Oral Tablet
- Amphetamine-Dextroamphetamine 7.5 MG Oral Ta...

DUR Alerts: Drug-Drug (0) | PAR (0) | Disease (0) | Dup Therapy (0) | Dose (0)

OK Cancel

At the top of the Rx tab, you will notice that you can fill in a lot of the necessary information, before you even click on the med. If you fill in the **Send to Retail, Pharmacy,** and preceptor's name in the **Entering for:** field, you will only have to fill out the sig information when you click the medication to order it. Additionally, this information will be saved for subsequent medications.

NEW RX – SIG INFO

Adderall 30 MG Oral Tablet Link to: [0]

▼ Co-Pay and Coverage Detail

▲ Sig Active;

Wt : 72.58 Kg 14 Apr 2014 Ht : 172.72 cm 14 Apr 2014 BSA : 1.86

SIG : Personal New Structured New Free Text

ALL TAKE 1 TABLET DAILY AS DIRECTED.

QD TAKE 1 TABLET DAILY.

BD TAKE 1 TABLET TWICE DAILY.

Days: Qty: Tablet Refill: Evaluate Save as default for selected SIG

Print Rx

▲ Additional Details

Pharmacy

Instructions: (210 chars)

Ordered By: ALLSCRIPTS,Provider

Managed By: ALLSCRIPTS,Provider Supervised By: Auth: Prospective

Rx Date: 12Jun2014 Do Not Fill Before: Expires: 09Dec2014 Therapy Start: 12Jun2014 End:

Replaced: Link Unverified Order:

Administration Schedule

Su: Mo: Tu: We: Th: Fr: Sa: Keep On Person:

DUR Alerts: [Drug-Drug \(0\)](#) | [PAR \(0\)](#) | [Disease \(0\)](#) | [Dup Therapy \(0\)](#) | [Dose \(0\)](#)

Once you check the box next to the medication you want to prescribe, the Medication Details box will pop up. Fill in the Link to field and the sig information. The Ordered by: and Managed by: fields are already filled in.

SCHEDULED DRUGS

The **Send to Retail** has automatically changed to **Print Rx**. This is because the medication being prescribed is a scheduled drug (Adderall). Currently, the State of TN does not allow scheduled drugs to be e-prescribed. They must be either printed on script paper or called/faxed to the pharmacy. This field will automatically change to Print Rx when you choose a scheduled drug.

Adderall 30 MG Oral Tablet

Co-Pay and Coverage Detail

Sig Status... Active;

Wt : 72.58 Kg 14 Apr 2014 Ht : 172.72 cm 14 Apr 2014

SIG : Personal New Structured New Free Text

ALL TAKE 1 TABLET DAILY AS DIRECTED.
QD TAKE 1 TABLET DAILY.
BID TAKE 1 TABLET TWICE DAILY.

Days: [] Qty: [30] Tablet Refill: [0] Evaluate 12Jul2014 DAW Save as default for selected SIG

Print Rx

Split Rx

Tip: Once you click OK and Commit, a task will be sent to your preceptor to authorize the medication. Once authorized, they will be able to print the script. **It will not print until it is authorized!** Also, printed scripts will need to be manually signed. Electronic signatures are not accepted at most pharmacies.

MANAGING THE MEDICATION LIST

It is crucial that the patient's medication list be kept current and up to date. Fortunately, this is simple. Highlight the med, and then choose either **Completed On** or **Record D/C** from the toolbar.

The screenshot displays a software interface for managing a patient's medication list. At the top, there are tabs for 'HMP/Reminders', 'Growth Chart', 'Vital Signs', 'Meds', 'Med Flowsheet', 'Orders', 'Allergies', 'Immunizations', and 'Flowsheets'. Below these is a header for 'Current Medications' with dropdown menus for 'None' and 'Alpha', and a date field 'Rec: 15Aug2013'. The main area contains a list of five medications, each with a plus sign icon and a detailed description including dosage, frequency, therapy dates, and status. The last medication, 'Pioglitazone HCl - 45 MG Oral Tablet (Actos 45 MG Oral Tablet); TAKE 1 TABLET ONCE DAILY; Last Rx: 12Jun2014; Status: ACTIVE - Retrospective Authorization Ordered', is highlighted with a dashed border. At the bottom, a toolbar contains buttons for 'New Rx', 'Renew w/ Changes', 'Edit Selected', 'Edit', 'Record D/C', and 'Completed On'. The 'Record D/C' and 'Completed On' buttons are highlighted with a red rectangular box.

Medication	Therapy	Last Rx	Status
Amphetamine-Dextroamphetamine 30 MG Oral Tablet (Adderall 30 MG Oral Tablet); TAKE 1 TABLET DAILY AS DIRECTED;	12Jun2014 to (Evaluate:12Jul2014)	12Jun2014	UNAUTHORIZED - Requires Signature Ordered
Aspirin 81 MG Oral Tablet Chewable; CHEW AND SWALLOW 1 TABLET DAILY;	06Jun2014 to (Evaluate:05Aug2014)	06Jun2014	ACTIVE - Retrospective Authorization Ordered
HumaLOG 100 UNIT/ML Subcutaneous Solution; USE AS DIRECTED;	28May2014 to (Last Rx:28May2014)	28May2014	ACTIVE - Retrospective Authorization Ordered
Insulin Syringe; USE AS DIRECTED;	28May2014 to (Complete:25Sep2014)	28May2014	UNAUTHORIZED - Requires Authorization Ordered
Pioglitazone HCl - 45 MG Oral Tablet (Actos 45 MG Oral Tablet); TAKE 1 TABLET ONCE DAILY;	12Jun2014	12Jun2014	ACTIVE - Retrospective Authorization Ordered

MANAGING THE MEDICATION LIST

The screenshot displays a medical software interface with a 'Meds' tab selected. The 'Current Medications' section shows a list of medications. The medication 'Pioglitazone HCl - 45 MG Oral Tablet (Actos)' is highlighted, and a context menu is open over it. The menu options include: Enter Result, Send eReferral Response, Enter Goal, Annotate, View Annotations, Renew, Renew with changes, Void, Authorize, Continue, Add On Orders, **Completed Today** (highlighted), Completed On, Order D/C, Record D/C, Stop Deferral, Record as admin, Record as sample, Record Education, Covered Problems, and Enter in Error. At the bottom of the interface, there are buttons for 'New Rx', 'Renew w/ Changes', and 'Edit Selected'.

Medication	Status
Amphetamine-Dextroamphetamine 30 MG C TAKE 1 TABLET DAILY AS DIRECTED; Therapy: 12Jun2014 to (Evaluate:12Jul2014; UNAUTHORIZED - Requires Signature Orde	ACTIVE
Aspirin 81 MG Oral Tablet Chewable; CHEV Therapy: 06Jun2014 to (Evaluate:05Aug2014; Retrospective Authorization Ordered	ACTIVE
HumaLOG 100 UNIT/ML Subcutaneous Solu Therapy: 28May2014 to (Last Rx:28May2014; Authorization Ordered	ACTIVE
Insulin Syringe; USE AS DIRECTED; Therapy: 28May2014 to (Complete:25Sep2014; UNAUTHORIZED - Requires Authorization C	ACTIVE
Pioglitazone HCl - 45 MG Oral Tablet (Actos) DAILY; Last Rx:12Jun2014; Status: ACTIVE	ACTIVE

If neither of those options are appropriate, you can highlight the medication and then right click. A menu will appear which will allow you to choose **Completed Today**, **Order D/C** (if it's a medication you originally prescribed), and **Enter in Error**. This last option should only be used if the patient never took the medication, and it was truly entered into their chart accidentally.

RECONCILING THE MEDICATION LIST

Once the medication list is up to date, click the yellow “Rec” button. This reconciles the list, and lets the next person to view the chart know the date that the list was last reconciled.

The screenshot displays a medical software interface with a navigation bar at the top containing tabs for HMP/Reminders, Growth Chart, Vital Signs, Meds, Med Flowsheet, Orders, Allergies, Immunizations, and Flowsheets. The 'Meds' tab is active, showing 'Current Medications' with dropdown menus for 'None' and 'Alpha'. A yellow button labeled 'Rec: 15Aug2013' is highlighted with a red box. Below the button is a list of five medications, each with a plus icon and a detailed description including dosage, instructions, therapy dates, last Rx date, and status. The last medication, Pioglitazone HCl, is highlighted with a dashed border. At the bottom, a grey bar contains buttons for 'New Rx', 'Renew w/ Changes', 'Edit Selected', 'Edit', 'Record D/C', and 'Completed On'.

Medication	Instructions	Therapy	Last Rx	Status
Amphetamine-Dextroamphetamine 30 MG Oral Tablet (Adderall 30 MG Oral Tablet);	TAKE 1 TABLET DAILY AS DIRECTED;	12Jun2014 to (Evaluate:12Jul2014);	12Jun2014;	UNAUTHORIZED - Requires Signature Ordered
Aspirin 81 MG Oral Tablet Chewable; CHEW AND SWALLOW 1 TABLET DAILY;		06Jun2014 to (Evaluate:05Aug2014);	06Jun2014;	ACTIVE - Retrospective Authorization Ordered
HumaLOG 100 UNIT/ML Subcutaneous Solution; USE AS DIRECTED;		28May2014 to (Last Rx:28May2014);	28May2014;	ACTIVE - Retrospective Authorization Ordered
Insulin Syringe; USE AS DIRECTED;		28May2014 to (Complete:25Sep2014);	28May2014;	UNAUTHORIZED - Requires Authorization Ordered
Pioglitazone HCl - 45 MG Oral Tablet (Actos 45 MG Oral Tablet);	TAKE 1 TABLET ONCE DAILY;		12Jun2014;	ACTIVE - Retrospective Authorization Ordered

ADDITIONAL FEATURES - SPLIT RX

Order Entry

Actos 45 MG Oral Tablet (Pioglitazone HCl)

Co-Pay and Coverage Detail

Sig Status... Active;

Wt : 72.58 Kg 14 Apr 2014 Ht : 172.72 cm 14 Apr 2014 BSA : 1.86

SIG : Personal New Structured New Free Text Dosage Calculator

ALL
QD
OTHE

Another neat feature is the ability to send a Split Rx. If you want to send a 1 month supply to a local pharmacy, and a several month supply to a mail order company, click the Split Rx button, and fill in the appropriate fields.

Days: 30 Qty: 30 Tablet Refill: 1 Evaluate 09Mar2015 DAW Save as default for selected SIG

Send To Retail CVS PHARMACY # 1529 Split Rx

Days: 30 Qty: 30 Tablet Refill 6

Send To Mail Order CAREMARK NC SPECIALTY PHARMACY

ADDITIONAL FEATURES - DAW

Order Entry

Actos 45 MG Oral Tablet (Pioglitazone HCl)

Co-Pay and Coverage Detail

Sig Status... Active;

Wt : 72.58 Kg 14 Apr 2014 Ht : 172.72 cm 14 Apr 2014 BSA : 1.86

SIG : Personal New Structured New Free Text Dosage Calculator

TAKE 1 TABLET ONCE DAILY

Days: 30 Qty: 30 Tablet Refill: 1 Evaluate 09Mar2015 DAW Save as default for selected SIG

Send To Retail CVS PHARMACY # 1529 Split Rx

Days: 30 Qty: 30 Tablet Refill: 6

Send To Mail Order CAREMARK NC SPECIALTY PHARMACY

The system is designed to automatically send the generic version of a medication to the pharmacy. If you want to prescribe a brand-name drug, you will have to check the DAW box, so the system doesn't automatically switch it to the generic version.

ADDITIONAL FEATURES – PHARMACY SUPPLIES

If you are trying to prescribe a supply, and can't find it in the Rx tab, check the Pharmacy Supplies checkbox. This will give you more options for supplies that can be sent to the pharmacy.

The screenshot shows a software interface for medication management. At the top right, it says "Medication Renewal 06/11/2014". Below that is a navigation bar with tabs: "History Builder", "Orders", "Problem - based", "Rx", "Med Admin", "Immun", "Lab", "Rad", "Procs", "Findings", "FU/Ref", "Instruct", and "Supplies". The "Supplies" tab is active. Below the navigation bar, there are several input fields: "Send To Retail" (dropdown), "TouchWorks Test Pharmacy" (dropdown), "Entering For:" (dropdown, value: ALLSCRIPTS.Provider), and "Supervised By:" (dropdown, value: ALLSCRIPTS.Provider). Below these is a search bar containing "syringe" and a "My Favorites" dropdown. To the right of the search bar, there are several checkboxes: "Off", "Record w/o Ordering", and "Pharmacy Supp" (checked and highlighted with a red box). Below the search bar is a list of syringes, each with a checkbox and a small icon. The list is split into two columns. The right column includes a virtual keyboard with letters A-Z and numbers 0-9.

Medication Renewal 06/11/2014

History Builder Orders

Problem - based Rx Med Admin Immun Lab Rad Procs Findings FU/Ref Instruct Supplies

Send To Retail TouchWorks Test Pharmacy

Entering For: ALLSCRIPTS.Provider Supervised By: ALLSCRIPTS.Provider

syringe My Favorites Off Record w/o Ordering Pharmacy Supp

- Supor Syringe Filter/32MM Miscellaneous
- SURE-MED Disp Pin .22 Micron Miscellaneous
- SURE-MED Disp Pin .45 Micron Miscellaneous
- Syringe 18G X 1-1/2" 3 ML Miscellaneous
- Syringe 20G X 1" 12 ML Miscellaneous
- Syringe 20G X 1" 3 ML Miscellaneous
- Syringe 20G X 1" 6 ML Miscellaneous
- Syringe 20G X 1-1/2" 12 ML Miscellaneous
- Syringe 20G X 1-1/2" 3 ML Miscellaneous
- Syringe 20G X 1-1/2" 6 ML Miscellaneous
- Syringe 21G X 1" 12 ML Miscellaneous
- Syringe 21G X 1" 3 ML Miscellaneous
- Syringe 21G X 1" 6 ML Miscellaneous
- Syringe 21G X 1-1/2" 12 ML Miscellaneous
- Syringe 21G X 1-1/2" 3 ML Miscellaneous
- Syringe 21G X 1-1/2" 6 ML Miscellaneous
- Syringe 21G X 1-1/4" 3 ML Miscellaneous
- Syringe 21G X 1-1/4" 6 ML Miscellaneous
- Syringe 22G X 1" 12 ML Miscellaneous
- Syringe 22G X 1" 3 ML Miscellaneous
- Syringe 22G X 1" 6 ML Miscellaneous
- Syringe 22G X 1-1/2" 12 ML Miscellaneous
- Syringe 22G X 1-1/2" 3 ML Miscellaneous
- Syringe 22G X 1-1/2" 6 ML Miscellaneous
- Syringe 22G X 1-1/4" 6 ML Miscellaneous
- Syringe 22G X 3/4" 3 ML Miscellaneous
- Syringe 23G X 1" 3 ML Miscellaneous
- Syringe 23G X 1" 6 ML Miscellaneous
- Syringe 23G X 3/4" 3 ML Miscellaneous
- Syringe 25G X 1" 3 ML Miscellaneous
- Syringe 25G X 1-1/2" 3 ML Miscellaneous
- Syringe 25G X 5/8" 3 ML Miscellaneous

* J T
A K U
B L V
C M W
D N X
E O Y
F P Z
G Q
H R
I S



EAST TENNESSEE STATE
UNIVERSITY

PLEASE PROCEED TO THE NEXT MODULE – ORDERING LABS