



EAST TENNESSEE STATE
UNIVERSITY

QUILLEN ETSU PHYSICIANS

Module 3: Ordering & Managing Prescriptions

Provider Training Module
Allscripts Touchworks EHR

Quillen EHR Team
Phone: (423) 282-6122, Option 1

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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).

STEP 1: 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 Janet Test. The top navigation bar includes tabs for 'Daily', 'Clinical Desktop', 'New Note', 'Worklist', 'Task List', 'Batch Sign', 'Appointments', 'Patient Lists', and 'Provider Schedules'. The 'Clinical Desktop' tab is selected and highlighted with a red box. Below the navigation bar, the patient's name 'TEST, JANET' is displayed along with their MRN (001000641273801) and other details. A 'NON-MED ALLERGIES' button is visible in the top right corner. The main interface is divided into several sections. On the left, there is a 'Chart' section with a list of chart items, including '21May2018 - Chart Update' and '04May2018 - Chart Update'. On the right, there is a 'Meds' section with a list of current medications, including 'Colace 100 MG Oral Capsule, TAKE 1 CAPSULE 3 TIMES DAILY' and 'EPINEPHrine 0.15 MG/0.15ML Injection Solution Auto-injector'. The 'Meds' tab is highlighted with a red circle. The interface also includes a 'Commit' button and a 'Pat Loc' dropdown menu.

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 with Changes**.

The screenshot displays a medical software interface for patient management. At the top, the patient's name is **TEST, JANET**, with a birth date of 12-Jul-1954 (63y) F. The interface includes various tabs such as Daily, Clinical Desktop, New Note, Worklist, Task List, Batch Sign, Appointments, Patient Lists, and Provider Schedules. The patient's MRN is 001000641273801, and their H Phone is (423)477-0954. A **NON-MED ALLERGIES** status is shown as *Directives Presented*.

The main area is divided into two panes. The left pane shows a list of chart items, including encounters and updates from 2017 to 2018. The right pane shows the **Current Medications** list, which includes:

- Colace 100 MG Oral Capsule; TAKE 1 CAPSULE 3 TIMES DAILY; Therapy: 11Oct2017 to, Status: ACTIVE Recorded
- EPINEPHrine 0.15 MG/0.15ML Injection Solution Auto-injector; Therapy: (Recorded:04May2018) to, Status: ACTIVE Recorded
- Pioglitazone HCl - 30 MG Oral Tablet (Actos); TAKE 1 TABLET ONCE DAILY; Therapy: 04Jun2018 to (Evaluate:14Jun2018); Last Rx:04Jun2018; Status: ACTIVE Ordered**

At the bottom of the interface, there are buttons for **New**, **Renew with changes**, **Order D/C**, **Record D/C**, and **Reprint Rx/Resend Rx**. The **Renew with changes** button is highlighted with a red box.

MEDICATION DETAILS SCREEN

After you click OK, the Medication Details screen will open up. This is where you will link the medication to a diagnosis, enter the sig information, pharmacy and supervising physician.

The screenshot shows the 'Medication Details' screen for 'EPINEPHrine 0.15 MG/0.15ML Injection Solution Auto-inj'. The interface includes a top navigation bar with 'Order Entry' and 'Record w/o Ordering' options. Below this, the medication name and a 'For:' field are visible. The 'Co-Pay and Coverage Detail' section is expanded, showing patient information (Wt: 124.74 Kg, Ht: 167.64 cm, BSA: 2.29) and a 'SIG' section with radio buttons for 'Personal', 'New Structured', and 'New Free Text'. A 'Dosage Calculator' button is present. The 'ALL' radio button is selected, and the instruction 'INJECT 0.15MG INTRAMUSCULARLY AS NEEDED' is entered in a yellow-highlighted text area. Below this, there are fields for 'Days', 'Qty', 'Each', 'Refill', 'Evaluate', and 'DAW'. A 'Save as default for selected SIG' checkbox is checked. The 'Additional Details' section includes a 'Pharmacy Instructions' field, an 'Ordered By' dropdown, a 'Managed By' dropdown, a 'Supervised By' dropdown, and an 'Auth' dropdown set to 'Prospective'. There are also fields for 'Rx Date' (04Jun2018), 'Do Not Fill Before', 'Expires' (04Jun2019), 'Therapy Start', and 'End'. At the bottom, there is a 'DUR Alerts' section with links for 'Drug-Drug (0)', 'PDR (0)', 'Disease (0)', 'Dup:Therapy (0)', and 'Dose (0)'. A red banner at the very bottom indicates 'Allergic To: Bee sting, Strawbery'.

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.

The screenshot shows a medical software interface for order entry. The medication selected is EPINEPHrine 0.15 MG/0.15ML Injection Solution Auto-Inj. The 'For:' field is highlighted with a red box and contains '[0]'. Below this, there is a list of medical conditions with radio buttons next to them, including 'Abdominal pain (R10.9)', 'Abnormal sella turcica syndrome (E23.0)', 'Allergic rhinitis (J30.9)', 'Dermatitis (L30.9)', 'Elevated blood pressure reading (R03.0)', 'Encounter for immunization (Z23)', and 'FamHic Family history of cerebrovascular accident (CVA) (Z82.3)'. The 'Add New Problem' button is highlighted with a blue box. On the left side, there is a 'Co-Pay and Coverage Detail' section with a 'Sig' field set to 'Status... Active;'. Below that, patient information is shown: 'Wt :124.74 Kg 04 May 2018 Ht :167.64 cm 04'. There are also radio buttons for 'Personal', 'New Structured', and 'New Free Text'. A yellow tip box is overlaid on the bottom left of the screenshot.

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.

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, Janet 12-Jul-1954 (63 years) F

Order Entry

Proglitazone HCl - 30 MG Oral Tablet For: [1] Type 2 diabetes

Co-Pay and Coverage Detail

Sig Status: Active

Wt: 124.74 Kg 04 May 2018 Ht: 167.64 cm 04 May 2018 BSA: 2.29

SIG: Personal New Structured New Free Text

Maximum Daily Dose: Total Daily Dose:

ALL TAKE 1 TABLET ONCE DAILY.

QD TAKE 1 TABLET ONCE DAILY. Days: 10; Qty: 10 X Tablet

Days: 10 Qty: 10 Refill: 0 Evaluate 14Jun2018 DAW

Save as default for selected SIG

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's weight (72.58 Kg), height (172.72 cm), and BSA (1.86) are displayed. 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 grid icon, 'TABLET' (a dropdown menu), another yellow grid icon, 'Total Daily Dose:' (a text input field), 'PRN:' (a checkbox), a 'Reason...' text input field, and 'Maximum Daily Dose:' (a text input field). At the bottom, there is an 'Additional Instructions...' text input field. The bottom bar contains 'Days:' (a text input field), a grid icon, 'Qty:' (a text input field), a grid icon, 'Tablet' (a dropdown menu), 'Refill:' (a text input field), a grid icon, 'Evaluate' (a dropdown menu), a grid icon, and 'DAW' (a dropdown menu).

This screenshot shows the 'New Free Text' sig creation interface. At the top, the patient's weight (72.58 Kg), height (172.72 cm), and BSA (1.86) are displayed. The 'SIG:' section has three radio buttons: 'Personal', 'New Structured', and 'New Free Text' (which is selected and highlighted with a red box). To the right of these buttons is a 'Dosage Calculator' button. Below the radio buttons, there is a '(140 Char)' label, a 'Maximum Daily Dose:' text input field, and a 'Total Daily Dose:' text input field. A large yellow text input field 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

The screenshot shows a medical software interface for entering prescription information. At the top, there are fields for patient weight (72.58 Kg), height (172.72 cm), and BSA (1.86). Below this, there are radio buttons for 'Personal', 'New Structured', and 'New Free Text'. A 'Dosage Calculator' button is visible. The main area contains a list of instructions: 'TAKE 1 TABLET ONCE DAILY.' (checked) and 'take 1 tablet before meals and 2 tablets before bed X Tablet'. Below the instructions, there are fields for 'Days' (30), 'Qty' (30), 'Tablet', 'Refill' (6), 'Evaluate', '08Jan2015', 'DAW', and 'Save as default for selected SIG' (checked). At the bottom, there is a 'Communication Action' dropdown menu with a red box around it. The dropdown menu is open, showing options: 'Record', 'Call Rx', 'Dispense Sample', 'Print Rx', 'Record', 'Send To Mail Order', and 'Send To Retail'. A yellow callout box with an arrow points to the dropdown menu. A 'Cite Result' button is visible at the bottom right.

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.

Amoxicillin 250 MG Oral Capsule

Co-Pay and Coverage Detail

Sig: Status... Active

Wt : 66.04 Kg 18 Apr 2018 Ht : 160.02 cm 18 Apr 2018 BSA : 1.71

SIG: Personal New Structured New Free Text Dosage Calculator

Maximum Daily Dose: Total Daily Dose:

ALL TID TID 08H

TAKE 1 CAPSULE 3 TIMES DAILY UNTIL GONE. Days: 7; Qty: 21 X Capsule

TAKE 1 CAPSULE 3 TIMES DAILY.

TAKE 1 CAPSULE EVERY 8 HOURS DAILY.

TAKE 1 CAPSULE TWICE DAILY.

Days: 7 Qty: 21 Capsule Refill: 0 Evaluate 12Jun2018 DAW

Save as default for selected SIG

Send To Retail TouchWorks Test Pharmacy

Pharmacy	Phone	Fax	Address
BINSON'S PHARMACY AND HOME HEALTH	(586) 757-2755	(586) 757-2380	28834 LAWRENC
BOONE'S CREEK PHARMACY	(423) 283-0911	(423) 283-0990	4729 N. ROAN S
TouchWorks Test Pharmacy	(800) 654-0889	(423) 433-6060	222 Merchandise
WALGREENS DRUG STORE 11113	(423) 477-3372	(423) 477-8533	5104 BOBBY HIC

Pharmacy Instructions: (210 chars)

Ordered By: ALL

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: -

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)925-...	(555)555-...	Script		
BOONE'S CREEK PHARM...	4729 N. ROAN ST.	STE 2	JOHNS...	TN						
CLINCH VALLEY PHARMA...	988 BEN BOLT AVE		TAK...							
COLONIAL HEIGHTS PHA...	4221 FORT HENRY DRIVE		KIN...							
CVS/PHARMACY #3713	1940 S ROAN ST		JOHNS...							
CVS/PHARMACY #3717	2111 NORTH ROAN ST...		JOHNS...							
CVS/PHARMACY #3726	3030 WEST STATE STR...		BR...							
CVS/PHARMACY #5636	840 W. MARKET ST.		JOHNS...							
CVS/PHARMACY #5664	4106 FT. HENRY DR.		KIN...							
CVS/PHARMACY #6303	2940 CLINCH ST		RIC...							
CVS/PHARMACY #7235 (B...	4209 N ROAN ST.,		JOHNS...							
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	37684	(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 magnifying glass 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 Instructions: (210 chars) Cite Result

Ordered By: ALLSCRIPTS,Provider

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

Rx Date: 05Jun2018 Do Not Fill Before: Expires: 05Jun2019 Therapy Start: End:

Replaced: Link Unverified Order:

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).

Worklist Task List Batch Sign Appointments Patient Lists Provider Schedules

PCP: FYI: **FYI** H Phone: (423)477-0954
MRN: 001000641273801 Other
Email: Security: **BREAK GLASS**

NON-MED A
Directives

Commit Pat Loc: Status:

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

ICD-9 Managed By

ICD-9	Managed By
461.1	ALLSCRIPTS, Pr
378.86	Garland, Bridget
789.00	
V70.0	

HMP/Reminders Growth Chart

Vital Signs Meds Med FlowSheet Orders Allergies Immunizations FlowSheets

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**

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

MEDICATION VIEWER

Medication Viewer

TEST, Janet 12-Jul-1954 (63 years) F Chart Update: 04-Jun-2018

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

Pioglitazone HCl - 30 MG Oral Tablet (Actos) i TAKE 1 TABLET ONCE DAILY

Rx Date: 04Jun2018 Start Date: 04Jun2018
 Dispensed: Days: 10 Qty: 10 (Tablet) Refill: 0 DAW: N

Status: Active

Ordered by: ALLSCRIPTS, Provider Expected Action: Evaluate 14Jun2018
 Last Updated By: ALLSCRIPTS, Provider Expires: 04Jun2019
 Managed by: ALLSCRIPTS, Provider Authorization: Not Required

Rx: 127573976
 Action: Faxed to retail pharmacy:
 Pharmacy: WALGREENS DRUG STORE 11113, 5104 BOBBY HICKS HWY, voice: (423) 477-3372, fax: (423) 477-3372
 Rx Benefit: None

Charge Info:
 Date: 04Jun2018

Order and Renewal History

All Transactions Displayed.

Row#	Medication	Action	Date	DNFB	SIG	Ordered By	Dispense
1	Pioglitazone HCl - 30 MG Oral Tablet	Prescribed	04Jun2018		TAKE 1 TABLET ONCE DAILY	ALLSCRIPTS, Provider	10 Days; #:10 Tablet; Refill:0
2	Pioglitazone HCl - 30 MG Oral Tablet	Unauthorized	04Jun2018		TAKE 1 TABLET ONCE DAILY	ALLSCRIPTS, Provider	10 Days; #:10 Tablet; Refill:0

Edit Authorize Audit Annotate Fill History

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.

ORDERING A NEW RX

The screenshot displays a clinical software interface for patient management. At the top, navigation tabs include Daily, Clinical Desktop, New Note, Worklist, Task List, Batch Sign, Appointments, Patient Lists, and Provider Schedules. The patient information section shows [R] TEST, JANET, born 12-Jul-1954 (63y) F, with MRH 001000641273801 and H Phone (423)477-0954. A red circle highlights the 'Rx' icon in the Clinical Desktop toolbar. The main content area is divided into two panes: a left pane for chart items and a right pane for current medications. The left pane shows a list of chart items, with a yellow callout box overlaid. The right pane shows a list of current medications, including Colace 100 MG Oral Capsule, EPINEPHrine 0.15 MG/0.15ML Injection Solution Auto-injector, and Proglitazone HCl - 30 MG Oral Tablet (Actos). At the bottom, a red circle highlights the 'New' button in the medication management toolbar.

To order a new medication on a patient, from the Clinical Desktop, you can click New Rx from the Meds tab, or you can click on the Rx icon on the Clinical Toolbar.

Current Medications: None, Alpha, Rec: 04May2018

- Colace 100 MG Oral Capsule; TAKE 1 CAPSULE 3 TIMES DAILY; Therapy: 11Oct2017 to; Status: ACTIVE Recorded
- EPINEPHrine 0.15 MG/0.15ML Injection Solution Auto-injector; Therapy: (Recorded:04May2018) to; Status: ACTIVE Recorded
- Proglitazone HCl - 30 MG Oral Tablet (Actos); TAKE 1 TABLET ONCE DAILY; Therapy: 04Jun2018 to (Evaluate:14Jun2018); Last Rx:04Jun2018; Status: ACTIVE Ordered

Bottom toolbar: New, Renew with changes, Order D/C, Record D/C, Reprint Rx/Resend Rx

ACI SCREEN

Clicking on the **New Rx** button will pull up the ACI screen. It 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 ACI (Add, Change, Insert) screen in a medical software interface. The interface is divided into several sections:

- Left Panel:** Contains tabs for **Problems** and **Medications**. The **Medications** section shows a list of active medications: Colace 100 MG Oral Capsule, TAKE; EPINEPHRine 0.15 MG/0.15ML Inject; and Pioglitazone HCl - 30 MG Oral Tablet.
- Main Area:** Titled **History Builder** and **Orders**. The **Orders** tab is active, showing a list of medications to be ordered. The list includes Adderall (10 MG, 12.5 MG, 15 MG, 20 MG, 30 MG, 5 MG, 7.5 MG Oral Tablets) and Adderall XR (10 MG, 15 MG, 20 MG, 25 MG, 30 MG, 5 MG Oral Capsules Extended Release). Other medications listed include Amphetamine-Dextroamphetamine ER (25 MG, 30 MG, 5 MG, 12.5 MG, 15 MG, 20 MG, 30 MG Oral Capsules) and Mydayis (12.5 MG, 25 MG, 37.5 MG, 50 MG Oral Capsules Extended Release).
- Top Section:** Includes a **Send To Retail** dropdown set to **WALGREENS DRUG STORE 11113**, **Entering For:** **ALLSCRIPTS,Resident**, and **Supervised By:** **ALLSCRIPTS,Provider**.
- Search Bar:** Contains the text **adderall**.
- Bottom Section:** Features **OK** and **Cancel** buttons.
- Status Bar:** Shows **DUR Alerts: Drug-Drug (0) | PAR (0) | Disease (0) | Dup Therapy (0) | Dose (0)**.

ACI SCREEN

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

The screenshot displays a medical software interface for entering a new prescription. The medication is "Adderall 30 MG Oral Tablet (Amphetamine Salt Combo)". The SIG (Signification) section is highlighted with a red box, showing options for "Personal", "New Structured", and "New Free Text". The "New Structured" option is selected, and the "TAKE 1 TABLET DAILY AS DIRECTED." checkbox is checked. The "Ordered By" field is highlighted with a yellow box and contains the text "ALLSCRIPTS,Provider". Other fields include "Managed By", "Supervised By", "Auth", "Rx Date", "Expires", "Therapy Start", and "End". The interface also shows "DUR Alerts" and "Allergic To" information.

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

SIG: Personal New Structured New Free Text

ALL
QD
BID

TAKE 1 TABLET DAILY AS DIRECTED.
 TAKE 1 TABLET DAILY.
 TAKE 1 TABLET TWICE DAILY.

Days: QD 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 medical software interface for managing a patient's medication list. At the top, there are several tabs: "Growth Chart", "Vital Signs", "Meds", "Med Flowsheet", "Orders", "Allergies", "Immunizations", "Flowsheets", and "HMP/Reminders". The "Meds" tab is currently selected. Below the tabs, there is a section for "Current Medications" with a dropdown menu set to "None" and a filter set to "Alpha". A date "Rec: 04May2018" is displayed next to a checkmark and a menu icon. The medication list contains four entries:

- Amphetamine-Dextroamphetamine 15 MG Oral Tablet (Adderall); TAKE 1 TABLET DAILY AS DIRECTED; Therapy: 04Jun2018 to (Evaluate:04Jul2018); Last Rx:04Jun2018; Status: UNAUTHORIZED - Requires Signature Ordered
- Colace 100 MG Oral Capsule; TAKE 1 CAPSULE 3 TIMES DAILY; Therapy: 11Oct2017 to; Status: ACTIVE Recorded
- EPINEPHrine 0.15 MG/0.15ML Injection Solution Auto-injector; Therapy: (Recorded:04May2018) to; Status: ACTIVE Recorded
- Pioglitazone HCl - 30 MG Oral Tablet (Actos); TAKE 1 TABLET ONCE DAILY; Therapy: 04Jun2018 to (Evaluate:14Jun2018); Last Rx:04Jun2018; Status: ACTIVE Ordered

The fourth entry, "Pioglitazone HCl - 30 MG Oral Tablet (Actos)", is highlighted with a dashed border. At the bottom of the window, there is a toolbar with several buttons: "New", "Renew with changes", "Order D/C", "Record D/C", "Reprint Rx/Resend Rx", and "Complete On". The "Order D/C" and "Record D/C" buttons are highlighted with a red box.

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'.

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**, **Completed On**, **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.

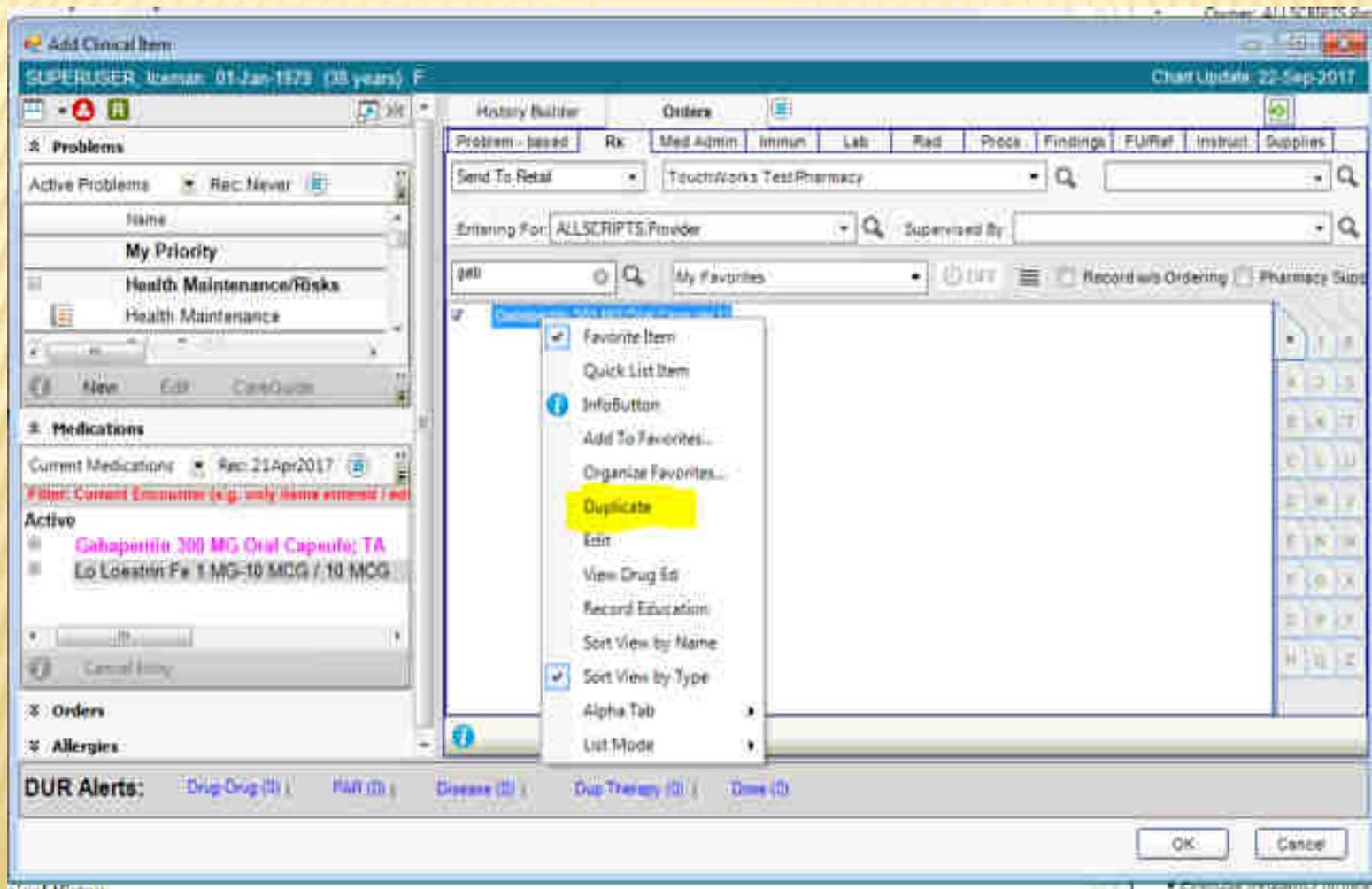
The screenshot displays a medical software interface with a navigation bar at the top containing tabs for 'HMP/Reminders', 'Growth Chart', 'Vital Signs', 'Meds', 'Med Flowsheet', 'Orders', 'Allergies', 'Immunizations', and 'Flowsheets'. Below the navigation bar, there are dropdown menus for 'Current Medications' (set to 'None') and 'Alpha' (set to 'Alpha'). A yellow button labeled 'Rec: 01Jun2018' is highlighted with a red box. The main area of the interface shows a list of medications with their respective therapy and status information:

- Famotidine 20 MG Oral Tablet; Therapy: (Recorded: 11May2018) to; Status: ACTIVE Recorded
- Levocetirizine Dihydrochloride 5 MG Oral Tablet; Therapy: (Recorded: 11May2018) to; Status: ACTIVE Recorded
- PNV Prenatal Plus Multivit+DHA; Therapy: (Recorded: 11May2018) to; Status: ACTIVE Recorded
- Prenatal Vitamin with Iron (Generic); Take 1 tab PO daily TDD: 1; Therapy: 11May2018 to (Last Rx: 11May2018) Requested for: 11May2018; Status: ACTIVE Ordered
- Promethazine HCl - 12.5 MG Oral Tablet; TAKE 1 TABLET EVERY 4 TO 6 HOURS AS NEEDED FOR NAUSEA; Therapy: 11May2018 to (Last Rx: 11May2018) Requested for: 11May2018; Status: ACTIVE Ordered
- Ranitidine HCl - 150 MG Oral Tablet; TAKE 1 TABLET AT BEDTIME; Therapy: 11May2018 to (Evaluate: 10Jul2018) Requested for: 11May2018; Last Rx: 11May2018; Status: ACTIVE Ordered
- Sertraline HCl - 100 MG Oral Tablet; Therapy: (Recorded: 11May2018) to; Status: ACTIVE Recorded

At the bottom of the interface, there is a row of buttons: 'New', 'Renew with changes', 'Order D/C', 'Record D/C', and 'Reprint Rx/Resend Rx'.

SPLIT RX DISABLED

The Split Rx button is disabled in Allscripts. As a workaround, enter the first script. Before you save, right click on the medication name again. Choose duplicate.



SECOND SCRIPT ORDERING

Make changes in Medication Details box, such as sending to a different pharmacy like a mail order, quantity, sig, "Bottle for School Nurse" information. Be mindful of federal limits: Schedule II 90 days and Schedule III, IV, V 180 days.

The screenshot displays a medical software interface with two main windows. The left window, titled "Add Clinical Item", shows patient information for SUPERUSER, Iceman (01-Jan-1979, 38 years, F) and a list of active medications, including Gabapentin 300 MG Oral Capsule and Lo Loestrin Fe 1 MG-10 MCG / 10 M. The right window, titled "Medication Details", shows the details for Gabapentin 300 MG Oral Capsule. The patient information is SUPERUSER, Iceman (01-Jan-1979, 38 years, F) with a chart update of 22-Sep-2017. The medication is ordered for [0]. The "Co-Pay and Coverage Detail" section shows the medication is active. The patient's weight is 76.20 Kg (07 Jul 2017), height is 170.18 cm (07 Jul 2017), and BSA is 1.88. The SIG is set to Personal, and the dosage is TAKE 1 CAPSULE TWICE DAILY. The quantity is 240 capsules, with a refill of 0. The medication is set to be sent to a mail order pharmacy. The "Additional Details" section shows the pharmacy instructions and the ordered by field set to ALLSCRIPTS, Provider. The "DUR Alerts" section shows Drug-Drug (0), PAR (0), Disease (0), Dup Therapy (0), and Dose (0). The "Allergic To" section shows Latex Exam Gloves MISC | Mango. The interface includes buttons for "Save and Return to ACI", "Save and Close ACI", and "Cancel".

ADDITIONAL FEATURES - DAW

TEST, Janet 12-Jul-1954 (63 years) F

Order Entry

Actos 45 MG Oral Tablet (Pioglitazone HCl) For: [1] 0

Co-Pay and Coverage Detail

Sig Status... Active

Wt : 124.74 Kg 04 May 2018 Ht : 167.64 cm 04 May 2018 BSA : 2.29

SIG: Personal New Structured New Free Text

Maximum Daily Dose: Total Daily Dose:

ALL
QD

TAKE 1 TABLET ONCE DAILY

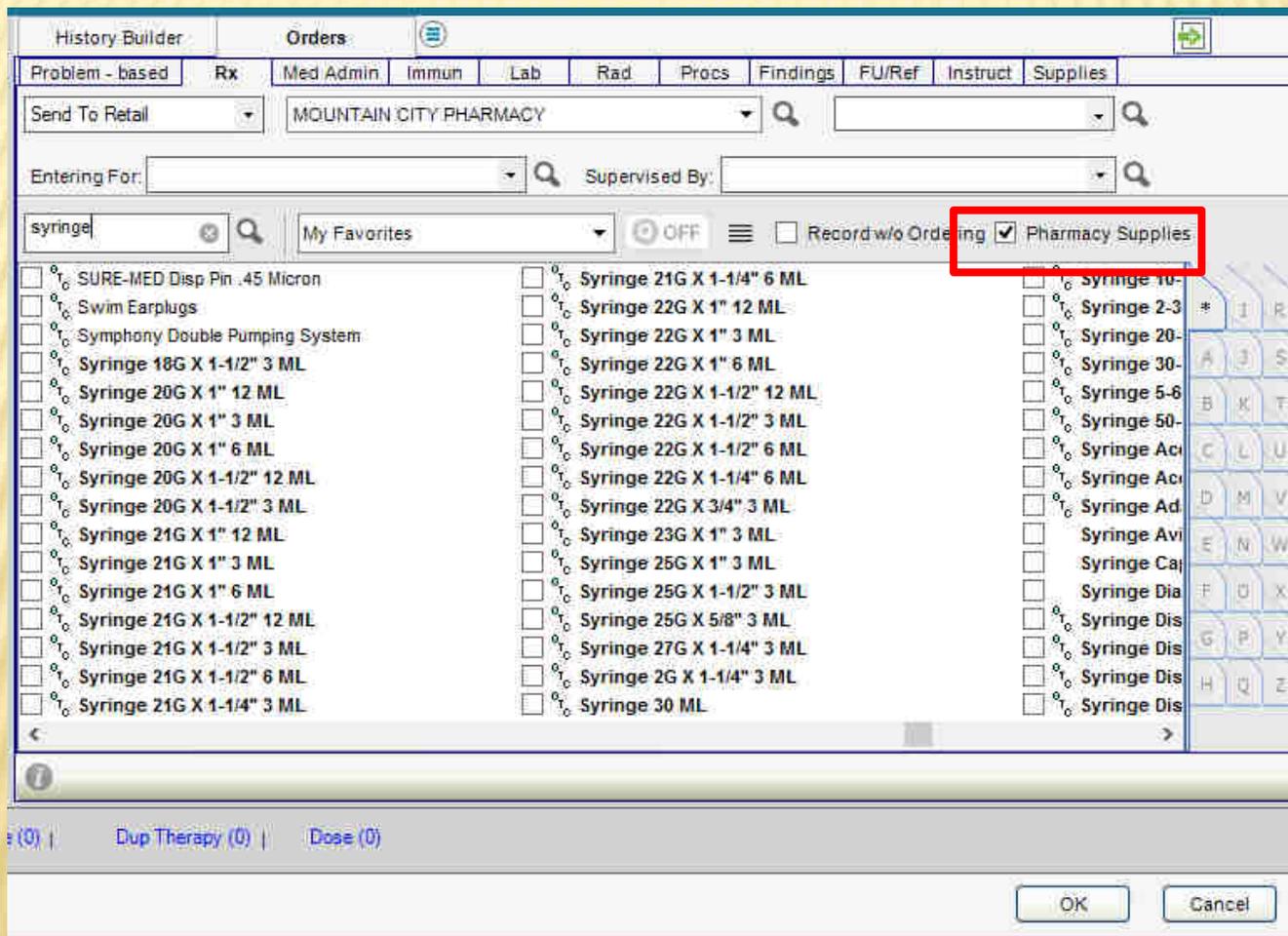
Days: 10 Qty: 10 Tablet Refill: 0 Evaluate 14Jun2018 DAW

Save as default for selected SIG

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.





EAST TENNESSEE STATE
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PLEASE PROCEED TO THE NEXT MODULE – ORDERING LABS