



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

June 2021

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 Chart.

The screenshot displays a medical chart for a patient named SUPERUSER, Loislane, born 01-Jan-2000 (21y) F. The interface includes a top navigation bar with patient information and a main content area with two panels. The left panel shows a list of chronic conditions, and the right panel shows a list of current medications. The 'Meds' tab is highlighted with a red box.

Name	ICD-10	Last Assessed	Managed By
Chronic			
Abdominal pain, epigastric	R10.13	04Jun2021 Livingston, Amanda	
Bilateral malignant neoplasm of nipple in fem...	+ C50.011	04Jun2021 Livingston, Amanda	
Delusional ideas	F22	04Jun2021 Livingston, Amanda	
Dry eyes	H04.123	02Mar2021 Livingston, Amanda	
Encounter for Papanicolaou smear for cervical...	Z12.4	08Jun2021 Livingston, Amanda	
Encounter for screening mammogram for brea...	Z12.31	08Jun2021 Livingston, Amanda	
Encounter for vaccination	Z23	02Mar2021 Livingston, Amanda	
Gonorrhea in female	A54.9	02Mar2021 Livingston, Amanda	
Hearing loss	H91.90		
Hernia, epigastric	K43.9	04Jun2021 Livingston, Amanda	
Hypertension	I10	08Jun2021 Livingston, Amanda	
PMS (premenstrual syndrome)	N94.3	02Mar2021 Livingston, Amanda	
Type 2 diabetes mellitus with other skin compl...	E11.628	04Jun2021 Livingston, Amanda	
UTI (urinary tract infection)	N39.0	08Jun2021 Livingston, Amanda	
Wound infection, posttraumatic	+ T14.8XXA	04Jun2021 Livingston, Amanda	
Health Maintenance/Risks			
Health Maintenance		02Mar2021 Livingston, Amanda	

Current Meds	Med Actions	Orders	Allergies	Immunizations	Flowsheets	HMP/Reminders	Growth Chart
Record PDMP Consult Select non-consult reason Type non-consult reason History							
Bacitracin Plus 500 UNIT/GM External Ointment; APPLY SPARINGLY TO AFFECTED AREA(S) ONCE DAILY; Therapy: 04Jun2021 to (Complete:04Jul2021); Last Rx:04Jun2021; Status: UNAUTHORIZED - Requires Signature Ordered							
buPROPion HCl ER (SR) 100 MG Oral Tablet Extended Release 12 Hour; TAKE 1 TABLET Bedtime with food; Therapy: 27Nov2018 to (Evaluate:31Jul2020) Requested for: 01Jul2020; Last Rx:01Jul2020; Status: ACTIVE Ordered							
ceFTRIAXone Sodium 1 GM Intravenous Solution Reconstituted; INFUSE 1 GM Intravenous; Therapy: 04Jun2021- Requested for: 04Jun2021; To Be Done: 04Jun2021; Status: UNAUTHORIZED - Requires Signature Ordered							
Lisinopril 20 MG Oral Tablet; Take 1 tablet twice daily; Therapy: (Recorded:08Jun2021) to; Status: ACTIVE Recorded							
Morphine Sulfate 15 MG Oral Tablet; Therapy: (Recorded:30Jun2020) to; Status: ACTIVE Recorded							
Naphcon-A 0.025-0.3 % Ophthalmic Solution; Therapy: (Recorded:30Jun2020) to; Status: ACTIVE Recorded							
Nitrofurantoin Monohyd Macro 100 MG Oral Capsule (Macrobid); TAKE 1 CAPSULE EVERY 12 HOURS DAILY; Therapy: 05Jul2019 to (Evaluate:17Jul2019); Last Rx:08Jul2019; Status: ACTIVE Ordered							
Nitrofurantoin Monohyd Macro 100 MG Oral Capsule; TAKE 1 CAPSULE Daily Take with a meal to prevent upset stomach; Therapy: 08Jun2021 to (Complete:22Jun2021); Last Rx:08Jun2021; Status: UNAUTHORIZED - Requires Signature Ordered							
OxyCONTIN 80 MG Oral Tablet ER 12 Hour Abuse-Deterrent; TAKE 2 TABLETS EVERY 12 HOURS; Therapy: 30Jun2020 to (Evaluate:28Sep2020); Last Rx:01Jul2020; Status: ACTIVE Ordered							
Restasis 0.05 % Ophthalmic Emulsion; Therapy: (Recorded:02Mar2021) to; Status: ACTIVE Recorded							
Wellbutrin 75 MG TABS (BuPROPion HCl); TAKE 1 TABLET TWICE DAILY; Therapy: (Recorded:04Jun2021) to; Status: ACTIVE Recorded							

RENEWING MEDS

The screenshot displays a medical software interface with a navigation bar at the top containing tabs for Vital Signs, Meds, Med Actions, Orders, Allergies, Immunizations, Flowsheets, HMP/Reminders, and Growth Chart. The 'Meds' tab is active. Below the navigation bar, there are several dropdown menus and a search field. The main area shows a list of medications. The entry for 'Azithromycin 250 MG Oral Tablet (Zithromax Z-Pak); TAKE 1 TABLET Before meals; Therapy: 04Nov2020 to (Last Rx:06Nov2020); Status: ACTIVE Ordered' is highlighted with a red box. At the bottom of the interface, there is a row of buttons: InfoButton, New, Renew with changes, Order D/C, Record D/C, Reprint Rx/Resend Rx, and Complete On. The 'Renew with changes' button is highlighted with a red box.

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**.

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.

Details Dialog

TEST, Friday 17-May-1999 (22y) F (Female-to-Male/Transgender Male) Chart Update: TODAY MED & NONMED

Azithromycin 250 MG Oral Tablet (Zithromax Z-Pak) For [1] Bronchitis

154.94 cm 56.70 Kg 1.55 Personal Structured Free Text Calculate Dose

Daily Dose Max Total

ALL	<input checked="" type="checkbox"/> TAKE 1 TABLET Before meals ; Qty: 1 X 6 Tablet Pack	
other	<input type="checkbox"/> TAKE 1 TABLET Before meals	
QD	<input type="checkbox"/> TAKE 1 TABLET DAILY AS DIRECTED. Days: 30; Qty: 30 X Tablet; Refill: 2	
OTHER	<input type="checkbox"/> TAKE 2 TABLETS ON DAY 1 THEN TAKE 1 TABLET A DAY FOR 4 DAYS.	
UD	<input type="checkbox"/> TAKE AS DIRECTED PER PACKAGE INSTRUCTIONS.	
	<input type="checkbox"/> TAKE AS DIRECTED.	

Days Qty 1 6 Tablet Pack Refill 0 Prescribe Once DAW Save as Default SIG

Send To Retail CVS/PHARMACY #4130

Pharmacy Instructions (210 chars) Cite Result

Ordered By ALLSCRIPTS, Provider

Managed By ALLSCRIPTS, Provider

Supervised By

Auth Prospective

Rx Date 08-Jun-2021 Expires 08-Jun-2022 Don't Fill Before Therapy Start 04-Nov-2020 End

DUR Alerts: Drug-Drug (0) | Prior Adverse Reactions (0) | Disease (0) | Duplicate Therapy (0) | Dose (0)

Audit OK Cancel

LINK TO DIAGNOSIS

In the **For** field, select the correct existing diagnosis. To add a new dx, click the plus sign. This will take you to the Active problems tab. You can link to multiple diagnoses.

Details Dialog

TEST, Friday 17-May-1999 (22y) F (Female-to-Male/Transgender Male)

Chart Update: TODAY



Allopurinol 100 MG Oral Tablet



For



154.94 cm 56.70 Kg 1.55

Personal

Structured

Free Text

Calculate Dose

Max

Daily Dose

ALL

Take 1 tablet twice a day Days: 90; Qty: 180 X Tablet; Refill: 3

other

TAKE ONE TABLET BY MOUTH EVERY DAY Days: 30; Qty: 30 X Tablet; Refill: 2

TID

TAKE 1 TABLET 3 TIMES DAILY.

QD

TAKE 1 TABLET DAILY AS DIRECTED.

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.

Female-to-Male/Transgender Male)

Chart



For

[0]

+ Add New Problem

ADHD (F90.9)

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.

154.94 cm 56.70 Kg 1.55 **Personal** Structured Free Text Calculate Dose

ALL	<input type="checkbox"/>	Take 1 tablet twice a day Days: 90; Qty: 180 X Tablet; Refill: 3
OTHER	<input type="checkbox"/>	TAKE ONE TABLET BY MOUTH EVERY DAY Days: 30; Qty: 30 X Tablet; Refill: 2
TID	<input type="checkbox"/>	TAKE 1 TABLET 3 TIMES DAILY.
QD	<input checked="" type="checkbox"/>	TAKE 1 TABLET DAILY AS DIRECTED.
BID	<input type="checkbox"/>	TAKE 1 TABLET DAILY.
	<input type="checkbox"/>	TAKE 1 TABLET TWICE DAILY.
	<input type="checkbox"/>	TAKE 2 TABLETS DAILY.

Days Qty Tablet Refill Prescribe Once 05-Dec-2021 DAW Save

Send To Retail

Pharmacy Instructions (210 chars)

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.

154.94 cm 56.70 Kg 1.55 Personal **Structured** Free Text Calculate Dose Daily Dose [] []

TAKE [] [] TABLET [] []

PRN Reason...

[] Additional Instructions...

Days [30] Qty [30] Tablet [] Refill [5] Prescribe Once [05-Dec-2021] DAW Save as Default SIG

Send To Retail [] CVS/PHARMACY #4130 [] [] []

154.94 cm 56.70 Kg 1.55 Personal Structured **Free Text** Calculate Dose Daily Dose [] []

SIG []
1000 Chars remaining

Days [30] Qty [30] Tablet [] Refill [5] Prescribe Once [05-Dec-2021] DAW Save as Default SIG

Send To Retail [] CVS/PHARMACY #4130 [] [] []

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

Call Rx – sends task to nurse to call in the script

Print Rx – Prints the script on prescription paper

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

The screenshot displays a medical software interface for creating a prescription. At the top, patient information is shown: 154.94 cm, 56.70 Kg, 1.55. Below this are tabs for 'Personal', 'Structured', 'Free Text', and 'Calculate Dose'. The 'Structured' tab is active. The prescription details include: 'TAKE' dropdown set to '1', 'TABLET' as the form, and 'Daily' as the frequency. There are fields for 'PRN Reason...', 'Additional Instructions...', 'Days' (30), 'Qty' (30), 'Tablet' (dropdown), 'Refill' (0), 'Prescribe Once' (checkbox), '08-Jul-2021' (date), 'DAW' (checkbox), and 'Save as Default SIG' (checked). A dropdown menu is open, showing options: 'Send To Retail' (selected and highlighted in blue), 'Call Rx', 'Dispense Sample', 'Print Rx', 'Record' (highlighted in yellow), 'Send To Mail Order', and 'Send To Retail' (highlighted in blue). Below the menu are fields for 'Pharmacy' (CVS/PHARMACY #4130), 'Ordered By', 'Managed By', 'Replaced', 'Supervised By', and 'Auth' (Prospective). A 'Cite Result' button is also visible.

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.

Days: 30 Qty: 30 Tablet Refill: 0 Prescribe Once: 08-Jul-2021 DAW Save as Default SIG

Send To Retail CVS/PHARMACY #4130

Pharmacy	Phone	Fax	Address	City	St...	ZipCo...	EPCS
CVS/PHARMACY #4130	(423) 247-4462	(423) 247-0174	128 W. STONE DR.	KINGSPORT	TN	37660	Y
CVS/PHARMACY #7235 (Boones Creek)	(423) 282-5372	(423) 952-0691	4209 N ROAN ST.,	JOHNSON CITY	TN	37601	Y
WALGREENS DRUG STORE 13891	(423) 975-0061	(423) 975-0061	429 N STATE OF FRANKLIN RD	JOHNSON CITY	TN	3760...	Y
WAL-MART PHARMACY 3852	(423) 743-8087	(423) 743-8087	110 ROCKY BOTTOM ROAD	UNICOI	TN	37692	Y

Order and Renewal History

Education Details

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

PHARMACY SEARCH

Pharmacy Search ☐ ✕

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	L...	City	State	Zip	Phone	Fax	T...	E...	S...	Additi...
WALGREENS DRUG STORE 13891	429 N STATE OF FRANKLIN RD		JO... CITY	TN	376	(423)975-	(423)975-	S	Y	1	
CVS/PHARMACY #5636	840 W. MARKET ST.		JO... CITY	T							
WALGREENS DRUG STORE 06256	1430 S ROAN ST		JO... CITY	T							
WAL-MART PHARMACY 3829	2915 WEST MARKET STR		JO... CITY S	T							
WAL-MART PHARMACY 1080	3111 BROWNS MILL ROAD		JO... CITY	TN	376...	(423)282-9484	(423)282-8553	S...	Y	1...	

☐ ☐ 1 2 3 4 5 6 7 8 9 10 ... ▶ ▶ 1 - 20 of 740 items

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. If the name is not in your dropdown box, use the magnifying glass to search.

The screenshot shows a software interface for pharmacy management. At the top, there are several input fields and a 'Cite Result' button. Below this, a large text area is labeled 'Pharmacy Instructions (210 chars)'. The main focus is on three dropdown menus: 'Ordered By', 'Managed By', and 'Supervised By'. The 'Ordered By' and 'Managed By' dropdowns are highlighted with a red rectangular border and both contain the text 'ALLSCRIPTS, Provider'. Each dropdown menu includes a downward arrow and a magnifying glass icon for search. The 'Supervised By' dropdown is currently empty.

COMMITTING CHANGES

Once you click OK, you will be taken back to the Chart.. 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. Note, the system will automatically change from brand name drugs to the generic drugs.

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

Name	ICD-10	Last Assessed	Managed By
Problems			
ADHD	F90.9	23May2021 Fisher, Rod (Internal ...)	
Anxiety associated with cancer diagnosis	F41.8	06Apr2021 Pope, Lacey (Psychia...)	
Asymptomatic cholelithiasis	K80.20		

- Aleve CAPS; Therapy: (Recorded:17Aug2020) to; Status: ACTIVE Recorded
- Aspirin 81 MG TABS; Therapy: (Recorded:08Dec2020) to; Status: ACTIVE Recorded
- Azithromycin 250 MG Oral Tablet (Zithromax Z-Pak); TAKE 1 TABLET Before meals; Therapy: 04Nov2020 to (Last Rx:06Nov2020); Status: ACTIVE Ordered
- B12 Injection; 100 mcg Inj; 100 mcg of B12 as directed today; Therapy: 11Jun2019; None; Status: ACTIVE Ordered
- Bacitracin Plus 500 UNIT/GM External Ointment; APPLY SPARINGLY TO AFFECTED AREA(S) 3 TIMES A DAY; Therapy: 04Jun2021 to (Evaluate:14Jun2021); Last Rx:04Jun2021; Status: ACTIVE - Retrospective Authorization Ordered**
- Ciprofloxacin HCl; 250 MG Oral Tablet (Cipro); TAKE 1 TABLET Every 8 hours; Therapy: 17Aug2020 to (Evaluate:31Mar2021); Last Rx:16Mar2021; Status: ACTIVE Ordered
- Cocoa Butter Cream; USE AS DIRECTED; Therapy: 23May2021 to (Last Rx:23May2021); Status: ACTIVE Ordered
- Furosemide 20 MG Oral Tablet; Therapy: (Recorded:27Jun2019) to; Status: ACTIVE Recorded

MEDICATION VIEWER

Medication Viewer
TEST, Friday 17-May-1999 (22y) F (Female-to-Male/Transgender Male) Appointment: 19-Jan-2021

Lisinopril 20 MG Oral Tablet Previous Next

Take 1 tablet daily

Details
Order and Renewal History
Annotations
Education History

Rx Date: **20Jan2021** Start Date: **19Jan2021**

Dispensed: Days: **30** Qty: **30 (Tablet)** Refill: **0** DAW: **N**

Status: **Active**

Ordered by: **ALLSCRIPTS, Provider** Expected Action: **Evaluate 18Feb2021**
 Last Updated By: **ALLSCRIPTS, Provider** Expires: **19Jan2022**
 Managed by: **ALLSCRIPTS, Provider** Authorization: **Not Required**

For: **Hypertension (I10)**

Rx: **185498590**

Action: **Faxed to retail pharmacy:**

Pharmacy: **WALGREENS DRUG STORE 13891, 429 N STATE OF FRANKLIN RD , voice: (423) 975-0068, fax: (423) 975-0061**

Rx Benefit: **Error**

Charge Info:

Date: **19Jan2021**

Order and Renewal History

All Transactions Displayed.

Row#	Medication	Action	Date	DNFB	SIG	Ordered By	Dispense
1	Lisinopril 20 MG Oral Tablet	Prescribed	20Jan2021		Take 1 tablet daily	ALLSCRIPTS, Provider	30 Days; #.30 Tablet; Refill:0
2	Lisinopril 20 MG Oral Tablet	Unauthorized	19Jan2021		Take 1 tablet daily	ALLSCRIPTS, Provider	30 Days; #.30 Tablet; Refill:0
3	Lisinopril 5 MG Oral Tablet	Discontinued	29Jun2020		TAKE 1 TABLET DAILY.	Saunders, Cassandra	30 Days; #.1 X 30 Tablet Pack; Refill:0
4	Lisinopril 5 MG Oral Tablet	Prescribed	25Jun2020		TAKE 1 TABLET DAILY.	Saunders, Cassandra	30 Days; #.1 X 30 Tablet Pack; 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

Search Patient... @In

TEST, Friday 17-May-1999 (22y) F (Female-to-Male/Transgender Male) | PCP Cell Home (423) 423-4234 Email Insurance MRN 001000

Dr. requires 1 hour block Need new phone #

Commit Dismissal Letter

ETSU - ... Rx CHARGE

Problem Notes Labs Radiology Procedures/Pathology Chart Worklist

Active Problems Alpha Rec: 04-Jun-2021

Name	ICD-10	Last Assessed	Managed By
Problems			
ADHD	F90.9	023May2021 Fisher, Rod (Inte...	
Anxiety associated with cancer diagnosis	F41.8	006Apr2021 Pope, Lacey (Psy...	
Asymptomatic cholelithiasis	K80.20		
Bronchitis	J40	004Jun2021 Schuh, Alissa (G...	
Cholecystostomy care	Z43.4	006Apr2021 Pope, Lacey (Psy...	
Chronic pain	689.29	007May2021 Logan, Jennifer (...)	
Dysphagia	R13.10	002Feb2021 Williams, Robin	
E. coli UTI (urinary tract infection)	+N39.0	006Apr2021 Pope, Lacey (Psy...	
Encounter for Papanicolaou smear of cervix	Z12.4	019Jan2021 Clegg, Sydney (O...	
Encounter for vaccination	Z23	003Nov2020 Livingston, Ama...	
Endocarditis, acute	I33.9	020Sep2020 Heiman, Diana (F...	
Essential hypertension	I10		
Hepatocellular carcinoma	C22.0	021Oct2020 Livingston, Aman...	
History of graft versus host disease	Z86.2	006Jul2020 Livingston, Aman...	

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.**

Vital Signs **Meds** Med Actions Orders Allergies Immunizations Flo

Current Meds None Alpha Rec: 04-Jun-2021

Record PDMP Consult Select non-consult reason Type non-consult r

- Aleve CAPS; Therapy: (Recorded:17Aug2020) to; Status: ACTIVE Rec
- Aspirin 81 MG TABS; Therapy: (Recorded:08Dec2020) to; Status: ACTI
- Azithromycin 250 MG Oral Tablet (Zithromax Z-Pak); TAKE 1 TABLET E ACTIVE Ordered
- B12 Injection 100 mcg; Inject 100 mcg of B12 as directed today; Therap
- Bacitracin Plus 500 UNIT/GM External Ointment; APPLY SPARINGLY (Evaluate:14Jun2021); Last Rx:04Jun2021; Status: ACTIVE - Retrospe
- Ciprofloxacin HCl - 250 MG Oral Tablet (Cipro); TAKE 1 TABLET Every Rx:16Mar2021; Status: ACTIVE Ordered
- Cocoa Butter Cream; USE AS DIRECTED; Therapy: 23May2021 to (La
- Furosemide 20 MG Oral Tablet; Therapy: (Recorded:27Jun2019) to; St
- hydroCHLOROthiazide 25 MG Oral Tablet; TAKE 1 TABLET DAILY AS
- Ibuprofen 600 MG Oral Tablet; TAKE 1 TABLET 3 TIMES DAILY WITH I Rx:02Oct2020; Status: ACTIVE Ordered
- Lisinopril 20 MG Oral Tablet; Take 1 tablet daily; Therapy: 19Jan2021 to Rx By: ALLSCRIPTS, Provider; Dispense: 30 Days ; #30 Tablet; Refill: 0 13891
- Lyrica 100 MG Oral Capsule (Pregabalin); TAKE 1 CAPSULE Every tw
- metFORMIN HCl - 500 MG Oral Tablet; TAKE 1 TABLET Before meals;
- Multi For Her TABS; Therapy: (Recorded:21Sep2017) to; Status: ACTIV
- Unisom SleepTabs 25 MG Oral Tablet; TAKE 1 TABLET Every morning Rx:29Jun2020; Status: ACTIVE Ordered
- Wellbutrin 100 MG TABS (BuPROPion HCl); Take 1 tablet daily; Therap

InfoButton **New** Renew with changes Order D/C Record D/

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 shows the ACI screen with the following elements:

- Navigation:** Tabs for 'History Builder', 'Orders', 'Problem-Based', 'Rx', 'Med Admin', 'Immun', 'Lab', 'Rad', 'Procs', 'Findings', 'FU/Ref', 'Instruct', and 'Supplies'. The 'Orders' and 'Rx' tabs are highlighted.
- Search and Filters:** A search bar with 'allo' entered. Filters include 'Send To Retail' (CVS/PHARMACY #4130), 'Entering For' (ALLSCRIPTS, Provider), and 'Supervised By'. There are also checkboxes for 'Pharmacy Supplies' and 'Record w/o Ordering'.
- Medication List:**
 - Allopurinol 100 MG Oral Tablet
 - Allopurinol 300 MG Oral Tablet
 - Allopurinol Powder
 - Allopurinol Sodium 500 MG Intravenous Solution Reconstituted
 - Alopurin 500 MG Intravenous Solution Reconstituted
 - Zylprim 100 MG Oral Tablet
 - Zylprim 300 MG Oral Tablet
- Problem List (Left Panel):**
 - Chronic
 - ADHD
 - Anxiety associated with cancer diagnc
 - Asymptomatic cholelithiasis
 - Bronchitis
 - Cholecystostomy care
 - Chronic pain
 - Colon cancer screening
 - Conductive hearing loss
 - Current mild episode of major depress
 - Depression
 - Developmental language disorder
 - Diabetes
- Bottom Bar:** 'DUR Alerts: Drug-Drug (0) | Prior Adverse Reactions (0) | Disease (0) | Duplicate Therapy (0) | Dose (0)' and 'OK Cancel' buttons.

ACI SCREEN

The screenshot displays the ACI (Advanced Clinical Interface) screen. The top navigation bar includes tabs for Problems, Medications, Orders, and Allergies. The 'Orders' tab is active, and the 'Rx' sub-tab is highlighted with a blue box. Below the navigation bar, there are several form fields for entering medication order information, which are highlighted with a red box. These fields include: 'Send To Retail' (set to CVS/PHARMACY #4130), 'Entering For' (set to ALLSCRIPTS, Provider), and 'Supervised By'. There is also a search field containing 'allo' and a 'My Favorites' dropdown. At the bottom right of the screen, there are 'OK' and 'Cancel' buttons.

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

Details Dialog

TEST, Friday 17-May-1999 (22y) F (Female-to-Male/Transgender Male) Chart Update: TODAY MED & NONMED

Allopurinol 100 MG Oral Tablet For [1] Gout

154.94 cm 56.70 Kg 1.55 Personal Structured Free Text Calculate Dose

ALL Take 1 tablet daily
other Take 1 tablet twice a day Days: 90; Qty: 180 X Tablet; Refill: 3
TID TAKE ONE TABLET BY MOUTH EVERY DAY Days: 30; Qty: 30 X Tablet; Refill: 2
QD TAKE 1 TABLET 3 TIMES DAILY.
BID TAKE 1 TABLET DAILY AS DIRECTED.
 TAKE 1 TABLET DAILY.

Days 30 Qty 30 Tablet Refill 0 Prescribe Once 08-Jul-2021

Send To Retail CVS/PHARMACY #4130

Pharmacy Instructions (210 chars)

Ordered By ALLSCRIPTS, Provider
Managed By ALLSCRIPTS, Provider

Supervised By
Auth Prospective

Rx Date 08-Jun-2021 Expires 08-Jun-2022 Don't Fill Before Therapy Start 08-Jun-2021 End

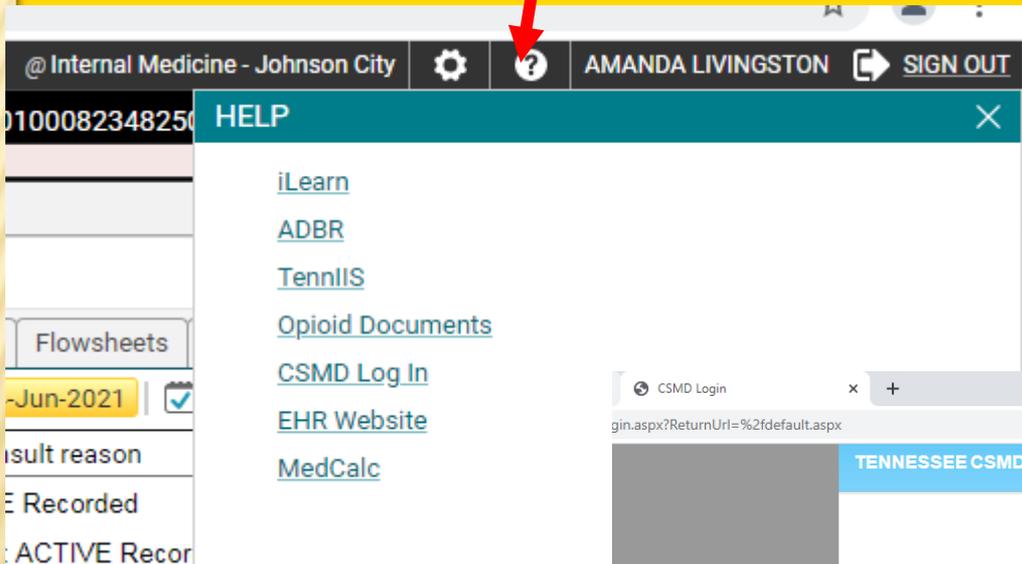
DUR Alerts: Drug-Drug (0) | Prior Adverse Reactions (0) | Disease (0) | Duplicate Therapy (0) | Dose (0)

Save and Return to ACI Save and Close ACI Cancel

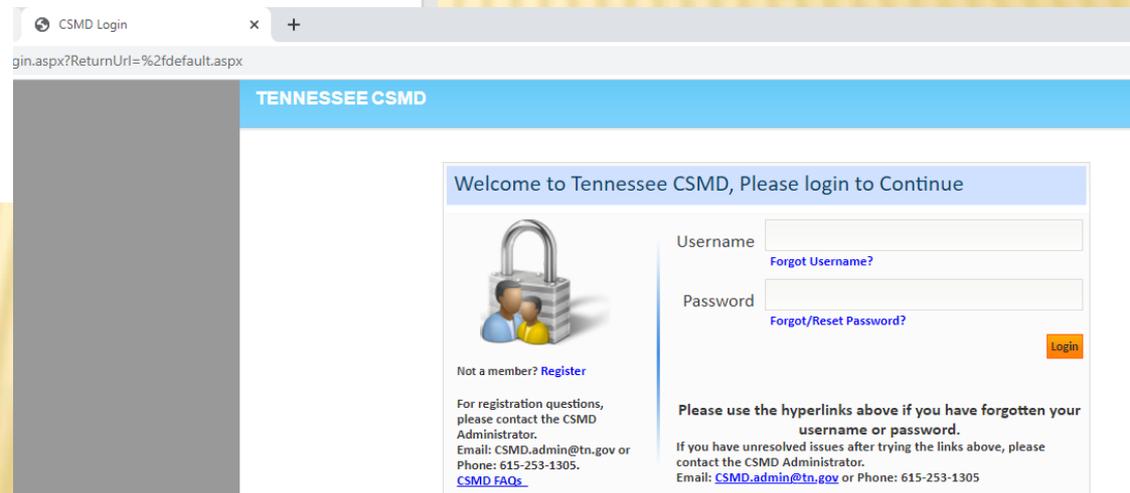
Once you check the box next to the medication you want to prescribe, the Medication Details box will pop up. Fill in the For field and the sig information. The Ordered by: and Managed by: fields too.

CSMD

1. To check CSMD, go the ? In the upper right corner for HELP.
2. Click CSMD Log In.
3. Log into CSMD.



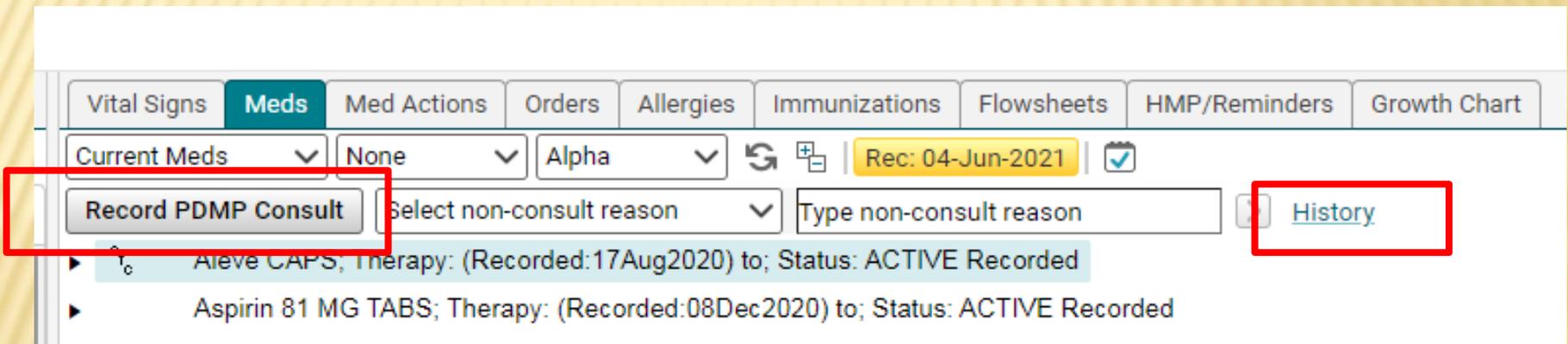
The screenshot shows the top navigation bar of a web application. On the left, it says "@ Internal Medicine - Johnson City". In the center, there is a gear icon for settings and a question mark icon in a circle. To the right of the question mark, the user's name "AMANDA LIVINGSTON" is displayed, followed by a "SIGN OUT" button. A dropdown menu is open under the question mark icon, listing several links: "iLearn", "ADBR", "TennIIS", "Opioid Documents", "CSMD Log In", "EHR Website", and "MedCalc".



The screenshot shows the login page for Tennessee CSMD. The page title is "TENNESSEE CSMD". The main heading is "Welcome to Tennessee CSMD, Please login to Continue". There is a lock icon with two people silhouettes. The login form includes fields for "Username" and "Password", each with a "Forgot" link below it. A "Login" button is located to the right of the password field. Below the form, there is a "Not a member? Register" link. At the bottom, there is contact information for the CSMD Administrator, including email addresses and a phone number, and a "CSMD FAQs" link.

CSMD

4. After querying the database, return to the patient's chart in Allscripts. Either from the Meds tab on the Chart, or from within the note Note under Current Medications or in the Plan section, click the Record PDMP Consult button.
5. Preceptors are trained on EPCS when registered.
6. History shows the previous times the PDMP Consult button was clicked.



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 'Vital Signs', 'Meds', 'Med Actions', 'Orders', 'Allergies', 'Immunizations', 'Flowsheets', 'HMP/Reminders', and 'Growth Chart'. Below these tabs, there are several dropdown menus and a date field set to 'Rec: 04-Jun-2021'. A toolbar at the bottom contains buttons for 'InfoButton', 'New', 'Renew with changes', 'Order D/C', 'Record D/C', 'Reprint Rx/Resend Rx', 'Complete On', and 'Complete Today'. The 'Record D/C' button is highlighted with a red rectangular box. The main area of the interface shows a list of medications, each with a status icon (e.g., a red exclamation mark or a checkmark) and a detailed description including the medication name, dosage, frequency, and therapy dates.

Medication	Status	Therapy Dates
Aleve CAPS; Therapy: (Recorded:17Aug2020) to;	ACTIVE Recorded	17Aug2020 to;
Aspirin 81 MG TABS; Therapy: (Recorded:08Dec2020) to;	ACTIVE Recorded	08Dec2020 to;
Azithromycin 250 MG Oral Tablet (Zithromax Z-Pak); TAKE 1 TABLET Before meals; Therapy: 04Nov2020 to (Last Rx:06Nov2020); Status: ACTIVE Ordered	ACTIVE Ordered	04Nov2020 to (Last Rx:06Nov2020);
B12 Injection 100 mcg; Inject 100 mcg of B12 as directed today; Therapy: 11Jan2018-; None; Status: ACTIVE Ordered	ACTIVE Ordered	11Jan2018-; None;
Bacitracin Plus 500 UNIT/GM External Ointment; APPLY SPARINGLY TO AFFECTED AREA(S) 3 TIMES A DAY; Therapy: 04Jun2021 to (Evaluate:14Jun2021); Last Rx:04Jun2021; Status: ACTIVE - Retrospective Authorization Ordered	ACTIVE - Retrospective Authorization Ordered	04Jun2021 to (Evaluate:14Jun2021);
Ciprofloxacin HCl - 250 MG Oral Tablet (Cipro); TAKE 1 TABLET Every 8 hours; Therapy: 17Aug2020 to (Evaluate:31Mar2021); Last Rx:16Mar2021; Status: ACTIVE Ordered	ACTIVE Ordered	17Aug2020 to (Evaluate:31Mar2021);
Cocoa Butter Cream; USE AS DIRECTED; Therapy: 23May2021 to (Last Rx:23May2021); Status: ACTIVE Ordered	ACTIVE Ordered	23May2021 to (Last Rx:23May2021);
Furosemide 20 MG Oral Tablet; Therapy: (Recorded:27Jun2019) to;	ACTIVE Recorded	27Jun2019 to;
hydroCHLOROthiazide 25 MG Oral Tablet; TAKE 1 TABLET DAILY AS DIRECTED; Therapy: (Recorded:06Apr2021) to;	ACTIVE Record	06Apr2021 to;
Ibuprofen 600 MG Oral Tablet; TAKE 1 TABLET 3 TIMES DAILY WITH FOOD AS NEEDED; Therapy: 30Sep2020 to (Evaluate:07Oct2020); Last Rx:02Oct2020; Status: ACTIVE Ordered	ACTIVE Ordered	30Sep2020 to (Evaluate:07Oct2020);
Lisinopril 20 MG Oral Tablet; Take 1 tablet daily; Therapy: 19Jan2021 to (Evaluate:18Feb2021); Last Rx:20Jan2021; Status: ACTIVE Ordered	ACTIVE Ordered	19Jan2021 to (Evaluate:18Feb2021);
Rx By: ALLSCRIPTS, Provider; Dispense: 30 Days ; #.30 Tablet; Refill: 0; For: Hypertension; DAW = N; Faxed To: WALGREENS DRUG STORE 13891		
Lyrica 100 MG Oral Capsule (Pregabalin); TAKE 1 CAPSULE Every twelve hours; Therapy: (Recorded:21Oct2020) to;	ACTIVE Record	21Oct2020 to;
metFORMIN HCl - 500 MG Oral Tablet; TAKE 1 TABLET Before meals; Last Rx:02Oct2020; Status: ACTIVE Ordered	ACTIVE Ordered	02Oct2020;
Multi For Her TABS; Therapy: (Recorded:21Sep2017) to;	ACTIVE Recorded	21Sep2017 to;
Unisom SleepTabs 25 MG Oral Tablet; TAKE 1 TABLET Every morning MDD:50 MG; Therapy: 29Jun2020 to (Evaluate:28Aug2020); Last Rx:29Jun2020; Status: ACTIVE Ordered	ACTIVE Ordered	29Jun2020 to (Evaluate:28Aug2020);
Wellbutrin 100 MG TABS (BuPROPion HCl); Take 1 tablet daily; Therapy: (Recorded:03Nov2020) to;	ACTIVE Recorded	03Nov2020 to;

MANAGING THE MEDICATION LIST

The screenshot shows an EHR interface with a 'Meds' tab selected. The medication list includes items like Aleve CAPS, Aspirin 81 MG TABS, Azithromycin 250 MG Oral Tablet, B12 Injection 100 mcg, Bacitracin Plus 500 UNIT/GM External, Ciprofloxacin HCl - 250 MG Oral Tablet, Cocoa Butter Cream, Furosemide 20 MG Oral Tablet, hydroCHLOROthiazide 25 MG Oral Tab, Ibuprofen 600 MG Oral Tablet, Lisinopril 20 MG Oral Tablet, Lyrica 100 MG Oral Capsule, metFORMIN HCl - 500 MG Oral Tablet, Multi For Her TABS, Unisom SleepTabs 25 MG Oral Tablet, and Wellbutrin 100 MG TABS. A context menu is open over the 'Ciprofloxacin HCl - 250 MG Oral Tablet' entry, showing options such as 'New...', 'InfoButton', 'View', 'Edit', 'Annotate', 'Renew', 'Renew with changes', 'Continue', 'Complete Today', 'Complete On', 'Order D/C', 'Record D/C', 'Temporary Deferral', 'Permanent Deferral', 'Record Education', 'Enter in Error', 'Add to favorites', 'Advanced Result Citation', 'Reconcile', 'Reconcile Hx', 'New Task', 'Print Medication List', 'Reprint Rx/Resend Rx', and 'Drug Ed'.

The EHR team recommends only using Record D/C at this time.

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 Vital Signs, Meds, Med Actions, Orders, Allergies, Immunizations, Flowsheets, and HMP/Remind. Below the navigation bar, there are several dropdown menus and buttons. A yellow button labeled 'Rec: 04-Jun-2021' is highlighted with a red box. Below this, there is a 'Record PDMP Consult' button and a dropdown menu for 'Select non-consult reason'. The main area of the interface shows a list of medications with their details, including names, dosages, frequencies, and therapy dates. Some items have a red exclamation mark icon next to them, indicating a warning or error.

Medication	Therapy	Status
Aleve CAPS	(Recorded:17Aug2020) to;	ACTIVE Recorded
Aspirin 81 MG TABS	(Recorded:08Dec2020) to;	ACTIVE Recorded
Azithromycin 250 MG Oral Tablet (Zithromax Z-Pak)	TAKE 1 TABLET Before meals; Therapy: 0	ACTIVE Ordered
B12 Injection 100 mcg	Inject 100 mcg of B12 as directed today; Therapy: 11Jan2018-;	None; St
Bacitracin Plus 500 UNIT/GM External Ointment	APPLY SPARINGLY TO AFFECTED AREA(S) (Evaluate:14Jun2021); Last Rx:04Jun2021;	ACTIVE - Retrospective Authorization Order
Ciprofloxacin HCl - 250 MG Oral Tablet (Cipro)	TAKE 1 TABLET Every 8 hours; Therapy: 17Aug	Rx:16Mar2021; Status: ACTIVE Ordered
Cocoa Butter Cream	USE AS DIRECTED; Therapy: 23May2021 to (Last Rx:23May2021);	St
Furosemide 20 MG Oral Tablet	Therapy: (Recorded:27Jun2019) to;	Status: ACTIVE Recorded
hydroCHLORothiazide 25 MG Oral Tablet	TAKE 1 TABLET DAILY AS DIRECTED; Therapy: (R	
Ibuprofen 600 MG Oral Tablet	TAKE 1 TABLET 3 TIMES DAILY WITH FOOD AS NEEDED; The	Rx:02Oct2020; Status: ACTIVE Ordered
Lisinopril 20 MG Oral Tablet	Take 1 tablet daily; Therapy: 19Jan2021 to (Evaluate:18Feb2021);	
Rx By: ALLSCRIPTS, Provider; Dispense: 30 Days ; #:30 Tablet; Refill: 0; For: Hypertension; DAV 13891		
Lyrica 100 MG Oral Capsule (Pregabalin)	TAKE 1 CAPSULE Every twelve hours; Therapy: (Re	
metFORMIN HCl - 500 MG Oral Tablet	TAKE 1 TABLET Before meals; Last Rx:02Oct2020; Sta	
Multi For Her TABS	Therapy: (Recorded:21Sep2017) to;	Status: ACTIVE Recorded
Unisom SleepTabs 25 MG Oral Tablet	TAKE 1 TABLET Every morning MDD:50 MG; Therapy: 2	Rx:29Jun2020; Status: ACTIVE Ordered
Wellbutrin 100 MG TABS (BuPROPion HCl)	Take 1 tablet daily; Therapy: (Recorded:03Nov2020	

ORDER 2X/DUPLICATE/SPLIT

To order two scripts, duplicate, or split a script, first enter the first script. Before you save, right click on the medication name again. Choose duplicate.

The screenshot displays the 'Add Clinical Item' window for a patient named TEST, Friday, 17-May-1999 (22y) F (Female-to-Male/Transgender Male). The interface includes a 'Current Medications' list on the left and a 'Medications' search and selection area on the right. The 'Medications' area shows a list of items with checkboxes. A context menu is open over the 'Chantix 1 MG Oral Tablet' entry, with the 'Duplicate' option highlighted in yellow. The context menu options include: Favorite Item, Quick List Item, InfoButton, Add To Favorites..., Organize Favorites..., Duplicate, Edit, View Drug Ed, Record Education, Sort View by Name, and Sort View by Type. The 'Duplicate' option is the one to be selected according to the instructions.

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.

Medication Details ✕

TEST, Friday 17-May-1999 (22y) F (Female-to-Male/Transgender Male) Chart Update: 08-Jun-2021

Chantix 1 MG Oral Tablet ▼ 📄 For [1] Gout ▼ 📅

Order Entry

Status... Active; Record w/o Ordering

154.94 cm 56.70 Kg 1.55 Personal **Structured** Free Text Calculate Dose Daily Dose Max Total

TAKE ▼ TABLET ▼

PRN Reason...

Additional Instructions...

Days 15 Qty 15 Tablet ▼ Refill 0 Prescribe Once 23-Jun-2021 📅 DAW Save as Default SIG

Send To Mail O... ▼ Pharmacy 🔍 🔍

Pharmacy Instructions (210 chars) Cite Result

Ordered By ALLSCRIPTS, Provider 🔍 🔍

Managed By ALLSCRIPTS, Provider 🔍 Supervised By 🔍

Replaced 🔍 Auth Prospective 🔍

Rx Date 08-Jun-2021 📅 Expires 08-Jun-2022 📅 Don't Fill Before 📅 Therapy Start 08-Jun-2021 📅 End 📅

Order and Renewal History

Education Details

Annotations

Existing Annotations New Annotation

DUR Alerts: [Drug-Drug \(0\)](#) | [Prior Adverse Reactions \(0\)](#) | [Disease \(0\)](#) | [Duplicate Therapy \(0\)](#) | [Dose \(0\)](#)

Allergic To: 📄 [Bactrim TABS](#), [Heparins](#), [Septra TABS](#), [Benzodiazepines](#), [Penicillins](#), [Septra TABS](#), [Sulfa Drugs](#) | [Beef](#), [Butter](#), [Corn](#), [Eggs](#), [Peanuts](#), [Strawberry](#) 📄

Save and Return to ACI Save and Close ACI Cancel

ADDITIONAL FEATURES - DAW

Details Dialog

TEST, Friday 17-May-1999 (22y) F (Female-to-Male/Transgender Male) Chart Update: TODAY MED & NONMED

Wellbutrin SR 100 MG Oral Tablet Extended Release 12 Hour (B... For [1] Gout

154.94 cm 56.70 Kg 1.55 Personal Structured Free Text Calculate Dose

Daily Dose Max Total

ALL	<input checked="" type="checkbox"/> TAKE 1 TABLET Bedtime with food	✕
HS	<input type="checkbox"/> TAKE 1 TABLET DAILY. Days: 2; Qty: 2 X Tablet	✕
QD	<input type="checkbox"/> TAKE 2 TABLETS TWICE DAILY Days: 4; Qty: 16 X Tablet	✕
BID	<input type="checkbox"/> TAKE 1 TABLET TWICE DAILY.	✕

Days Qty Tablet Refill Prescribe Once DAW Save as Default SIG

Send To Retail CVS/PHARMACY #4130

Pharmacy Instructions (210 chars)

Cite Result

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.

PRESCRIBE ONCE

- Prescribe Once completes the med and automatically updates meds list by moving medication from Current Meds list to Past Meds list on date patient should be out of meds.
- Prescribe Once can be used for short term meds like antibiotics, steroids.
- **Not checked is default** keeps medication on Current Meds list even when patient is due to be out of medication and possibly needs refill.

Details Dialog

TEST, Courtney 19-Jun-2010 (10y) F Chart Update: TODAY MED & NONMED

Amoxicillin 500 MG Oral Tablet For [1] Acute bacterial sinusitis

ClassicRx

165.10 cm 54.89 Kg 1.60 Personal Structured Free Text Calculate Dose

Max Total
Daily Dose

ALL	<input type="checkbox"/>	TAKE 1 TABLET 3 TIMES DAILY UNTIL GONE. Days: 4; Qty: 12 X Tablet	⊗
TID	<input checked="" type="checkbox"/>	TAKE 1 TABLET 3 TIMES DAILY. Days: 30; Qty: 90	⊗
Q12H	<input type="checkbox"/>	TAKE 1 TABLET EVERY 12 HOURS DAILY. Days: 1; Qty: 1	⊗
Q8H	<input type="checkbox"/>	TAKE 1 TABLET EVERY 8 HOURS UNTIL ALL TAKEN. Days: 7; Qty: 21 X Tablet	⊗

Days 30 Qty 90 Tablet Refill 0 Prescribe Once 05-Jun-2021 DAW Save as Default SIG

Send To Retail WAL-MART NEIGHBORHOOD MARKET 5734

Pharmacy Instructions (210 chars) Cite Result

Ordered By ALLSCRIPTS, Provider

Managed By ALLSCRIPTS, Provider Supervised By

Auth Not Required

Rx Date 06-May-2021 Expires 06-May-2022 Don't Fill Before Therapy Start 06-May-2021 End 05-Jun-2021

DUR Alerts: Drug-Drug (0) Prior Adverse Reactions (2) Disease (0) Duplicate Therapy (0) Dose (0)

Save and Return to ACI Save and Close ACI Cancel

CLASSIC RX VS. QUICK RX

- Quick Rx should be fine for most prescription orders.
- Automatically opens for non-controlled meds.
- To dispense a sample, must use Classic Rx.
- Edit and Record w/o ordering is done with Classic Rx.
- Some specialty meds, pharmacies, or ePA's will route to Classic Rx.
- If you need to add Education Details, Annotations, or to view Order and Renewal History, use Classic Rx.
- Click Classic Rx in blue on the top right to switch.
- Some details may need to be revalidated when switching to Classic Rx if they are already entered on Quick Rx.

Dialog

Friday 17-May-1999 (21y) F Chart Update: TODAY MED & NONMED

venlafaxine HCl - 25 MG Oral Tablet (Zoloft) For [1] Other depression

ClassicRx

cm 100.70 Kg 2.16 Personal Structured Free Text Calculate Dose

Daily Dose Max Total

- TAKE 1 TABLET BY MOUTH DAILY Days: 7; Qty: 30 X Tablet
- take 1 tablet by mouth daily as directed Days: 30; Qty: 1 X 30 Tablet Bottle
- TAKE 1 TABLET EVERY DAY Days: 30; Qty: 30 X Tablet; Refill: 1
- TAKE 1 AND 1/2 TABLETS DAILY.



EAST TENNESSEE STATE
UNIVERSITY

PLEASE PROCEED TO THE NEXT MODULE – ORDERING LABS