ChartMaker® Clinical Quick Reference Card for Prescriptions

PRESCRIPTIONS

Add Pharmacy Favorites for a Practice

➢ From the patient's open chart, click the **ID** tab.
➢ Click the **Pick** button next to the Pharmacy field.
➢ In the Pharmacy Selection dialog, click the **Practice Pharmacies** button.
➢ In the Favorite Pharmacy Selection dialog, enter a **City**, **Zip Code**, or **Pharmacy Name**, and then click the **Go** button.
➢ In the Pharmacy List select the pharmacy, or multiple pharmacies, you wish to add as favorites, and then click the **Add >** button.
➢ Repeat these steps to add any other pharmacies that are needed.
➢ Click the **Apply** button.
➢ Click the **OK** button.
➢ In the Pharmacy Selection dialog, click the **OK** button.

Add Pharmacy Information

➢ From the patient's open chart, click the **ID** tab.
➢ Click the **Pick** button next to the Pharmacy field.
➢ In the Pharmacy Selection dialog, select the applicable **Pharmacies** from the Third Party Pharmacy Favorites section, and then click the **Add >** button.
➢ You can also search for pharmacies by entering a **City**, **Zip Code**, or **Name** in the corresponding fields, and then clicking the **Go** button.
➢ Click the **Apply** button.
➢ Click the **OK** button.
➢ Click the **Save Chart** button.

Prescribe a Medication in a Chart Note

➢ Open a Chart Note (**Note tab > New Note**).
➢ Click the **Prescribe** button, and then select **No Active Medications** or **Prescribe Medication**.

> NOTE: When the No Active Medication option is selected the Face Sheet will be updated with a "No Active Medications" entry, the history tab and the audit trail will also list applicable entries for this event, and the chart note will indicate that there are no active medications. You also have the ability to Renew and Discontinue the No Active Medications entry in a similar manner you would renew or discontinue a medication.

➢ In the Find a Medication dialog, search and/or select the **Medication**.
➢ Select the **Route** and **Form** for the medication.
➢ Select the **Action**, and then select or enter the **Dose**, **Dose Units**, and **Frequency** as needed.
➢ Enter or select **Dispense Amount or Quantity**.
➢ Select the number of **Refills**.
➢ Uncheck the **Substitution OK** option if applicable.
➢ Enter a **Max Dose**, if needed.
➢ Enter any **Note Information** for this prescription, if needed.
➢ Select the **Transmission** for the prescription.
➢ Select a **Diagnosis**, if applicable.
➢ Check the **Sample**, **Lot #** and **Expiration Date**, if applicable.
➢ Enter or modify the **Started** and/or **Ended** date and time for this medication as needed.
➢ Click the **Next** button.
➢ If any interactions are present, click the **Revise** button, or enter or select a **Comment** and click the **Proceed Anyway** button.
➢ Select the **Prescriber**, if applicable.
➢ Click the **Confirm** button.

Prescribe a Medication from the Face Sheet

➢ Open a patient's chart.
➢ In the Medications List, click * **Add a Medication** or * **Indicate as No Active Medications**.

> NOTE: When the No Active Medication option is selected the Face Sheet will be updated with a "No Active Medications" entry, the history tab and the audit trail will also list applicable entries for this event, and an automatic drug log will indicate that there are no active medications. You also have the ability to Renew and Discontinue the No Active Medications entry in a similar manner you would renew or discontinue a medication.

➢ Select the **Provider**, and then click the **OK** button
➢ In the Find a Medication dialog, search and/or select the **Medication**.
➢ Select the **Route** and **Form** for the medication.
➢ Select the **Action**, and then select or enter the **Dose**, **Dose Units**, and **Frequency** as needed.
➢ Enter or select **Dispense Amount or Quantity**.
➢ Select the number of **Refills**.
➢ Uncheck the **Substitution OK** option if applicable.
➢ Enter a Max Dose, if needed.
➢ Enter any **Note Information** for this prescription, if needed.
➢ Select the **Transmission** for the prescription.
➢ Select a **Diagnosis**, if applicable.
➢ Check the **Sample**, **Lot #** and **Expiration Date**, if applicable.
➢ Enter or modify the **Started** and/or **Ended** date and time for this medication as needed.
➢ Click the **Next** button.
➢ If any interactions are present, click the **Revise** button, or enter or select a **Comment** and click the **Proceed Anyway** button.
➢ Select the **Prescriber**, if applicable.
➢ Click the **Confirm** button.

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Renew a Medication in a Chart Note

- Open a Chart Note (**Note tab > New Note**).
- Click the **Prescribe** button, then select **Renew Prescription**, and then select the **Medication**.
- Modify the **Route** and **Form** for the medication.
- Modify the **Action**, **Dose**, **Dose Units**, and **Frequency** as needed.
- Modify **Dispense Amount or Quantity** as needed.
- Modify the number of **Refills** as needed.
- Uncheck the **Substitution OK** option if applicable.
- Modify the Max Dose, if needed.
- Enter or modify any **Note Information**, as needed.
- Select the **Transmission** for the prescription.
- Modify the **Diagnosis**, if applicable.
- Check the **Sample**, **Lot #** and **Expiration Date**, if applicable.
- Enter or modify the **Started** and/or **Ended** date and time for this medication as needed.
- Click the **Next** button.
- If any interactions are present, click the **Revise** button, or enter or select a **Comment** and click the **Proceed Anyway** button.
- In the Confirm Prescription dialog, select or remove a **Category** as needed.
- Select the **Prescriber**, if applicable.
- Click the **Confirm** button.

Renew a Medication from the Face Sheet

- Open a patient's chart.
- In the Medications List, click the * next to the Medication, and then select **Renew Prescription**.
- Modify the **Route** and **Form** for the medication.
- Modify the **Action**, **Dose**, **Dose Units**, and **Frequency** as needed.
- Modify **Dispense Amount or Quantity** as needed.
- Modify the number of **Refills** as needed.
- Uncheck the **Substitution OK** option if applicable.
- Modify the Max Dose, if needed.
- Enter or modify any **Note Information**, as needed.
- Select the **Transmission** for the prescription.
- Modify the **Diagnosis**, if applicable.
- Check the **Sample**, **Lot #** and **Expiration Date**, if applicable.
- Enter or modify the **Started** and/or **Ended** date and time for this medication as needed.
- Click the **Next** button.
- If any interactions are present, click the **Revise** button, or enter or select a **Comment** and click the **Proceed Anyway** button.
- In the Confirm Prescription dialog, select or remove a **Category** as needed.
- Select the **Prescriber**, if applicable.
- Click the **Confirm** button.

Discontinue a Medication in a Chart Note

- Open a Chart Note (**Note tab > New Note**).
- Click the **Prescribe** button, then select **Discontinue Prescription**, and then select the **Medication**.
- In the End Medication dialog, select a **Reason** for discontinuing.
- Modify the **End Date**, if applicable.
- Enter a **Comment** as needed.
- Click the **OK** button.

Discontinue a Medication from the Face Sheet

- Open a patient's chart.
- In the Medications List, click the * next to the Medication, and then select **Discontinue Prescription**.
- In the End Medication dialog, select a **Reason** for discontinuing.
- Modify the **End Date**, if applicable.
- Enter a **Comment** as needed.
- Click the **OK** button.

Print a Prescription

- Open a patient's chart.
- From the Face Sheet, click the * next to the Medication, and then select **Queue For Printing/Fax** (if not already checked).
- Repeat the previous step for any other medications.
- From the Face Sheet, click the * next to the Medication, and then select **Print Prescriptions & Procedures.**
- In the Select Printers for Orders/Prescriptions dialog, click the **OK** button.

Send an E-Prescription

- Open a patient's chart.
- From the Face Sheet, click the * next to the Medication, and then select **Queue For E-Prescribe** (if not already checked).
- Repeat the previous step for any other medications.
- From the Face Sheet, click the * next to the Medication, and then select **Send E-Prescriptions.**
- In the E-Prescriptions dialog, highlight the **Pharmacy** you want to send the prescription to, and then click the **Send** button.