

Care360® HD (for iPad®) QuickStart




Writing a Prescription

To Set Manual Sig. Entry



1. Tap *Settings* on the home screen.
2. On the left side of the *Setting* screen, locate and tap the Care360 HD app.
3. Set the *Prescribing* option *Show Manual Sig. Entry* on or off as needed.


When the manual Sig. preference is enabled for Care360 HD, you can turn *Manual Sig.* on or off per prescription. When enabled for a prescription, the options to select the frequency, dosage amount, and route are replaced with a text box.

To Write a Prescription


1. Initiate a prescription from one of two locations:
 - From the *Rx* tab of a patient summary, tap .
 - From the fourth screen of a patient encounter , tap  to the right of *Prescriptions*.
2. Tap *Prescribe*.
You may be prompted to set the manual Sig. entry preference.
If you want to add information for a reported medication, tap *Report*. See "Adding a Reported Medication" in the next column.
3. Tap *Choose med/supply*, tap the correct tab on the *Favorites* screen, and then do one of the following:
 - **Select a favorite medication or supply.** Tap a medication or supply name, or tap Sig. information.
 - **Search for a medication or supply.** Tap the search field and type three or more letters of the medication or supply name. Tap a medication or supply name.
4. Complete the prescription Sig. information by doing one of the following:
 - If you want to write a manual Sig., turn on *Manual Sig.* and then type your instructions. Complete the prescription as needed.
If the *Manual Sig.* option is not available, you can turn it on in the *Settings* app. See "To Set Manual Sig. Entry" above.
 - Select Sig. options from the system, see additional information in step 5.
5. Complete the remaining items for the prescription.

Tips:




- To view formulary information (if available), including *Formulary Alternatives*, tap  next to the dose form.
- For *Dose Amt* or *Dispense*, tap and type the amount or tap  and then type the quantity. If you add information in the *Dispense* box other than a numeric value, the prescription can only be sent by fax to the pharmacy.
- Turn *D.A.W.* on if you want this prescription to be "dispensed as written" (for example, no generics).
- To type additional instructions for the pharmacist, use *Notes to Pharmacist*.
- To type notes for internal use only (not to be sent to the pharmacy), use *Office Notes*.
- To save a medication or supply and its associated details to the favorites list, turn on *Save as favorite*.

6. After all required information has been entered, tap  in the upper-right corner of the *Script* screen, and then select the appropriate option:

Note: If you are a clinician writing a prescription on behalf of the physician, you must select an ordering provider.

- To print a copy of a prescription, turn on *Print Copy*.
 - To save the medication or supply to the patient's chart and submit the prescription electronically or by fax, use the default pharmacy or tap *Choose Pharmacy* to select or search for a different pharmacy, and then tap *Send to Pharmacy*.
 - To save the medication or supply to the patient's chart and print the prescription, tap *Add to Chart and Print*.
 - To save the prescription as pending, tap *Save to Rx Approvals*.
 - To save a medication or supply (add the medication as sample/handwritten) to the patient's chart, tap *Add to Chart*.
7. To address interactions, do the following:
 - a. On the interactions screen, tap  next to the medication to view the complete interaction information.
 - b. Tap *Override Alerts* to prescribe the medication anyway, or tap *Cancel Send* to not prescribe the medication.

Adding a Reported Medication

1. Add a reported medication from one of two locations:
 - From the *Rx* tab of a patient summary, tap .
 - From the fourth screen of a patient encounter , tap  to the right of *Prescriptions*.
2. Tap *Report*.
You may be prompted to set the manual Sig. entry preference.
3. Choose the medication from the favorites list or search for a medication to select.
4. Tap and then type or select a value for the remaining items.
If you want to type a manual Sig., turn on *Manual Sig.* and then enter the information. If the *Manual Sig.* option is not available, you can turn it on in the *Settings* app.
5. After all required information has been entered for the medication, tap *Save*.

Addressing Prescription Action Items

1. From the Care360 home screen, tap *Prescription Approvals* or *Prescription Renewals* at the top of the screen.
If you are a clinician, the approvals or renewals list displays **all** pending prescriptions for patients in the organization. You can filter the list, if needed.
2. Tap a pending prescription or prescription renewal to view details, and then tap one of the following:
For pending prescriptions:
 - *Approve*. Submits the prescription.
 - *Approve & Print*. Submits and prints the prescription.
 - *Deny*. Denies the prescription (does not submit it).
 - *Modify*. Make changes, and then tap *Send*.
 For prescription renewals:
 - *Approve*. Submits the prescription renewal.
 - *Deny*. Denies the prescription renewal request.
 - *Modify*. Denies the prescription renewal request, and a new prescription is initiated for the medication or supply.
You must select a denial reason to deny or modify a renewal.

For help, contact the Help Desk at 1-800-697-9302.