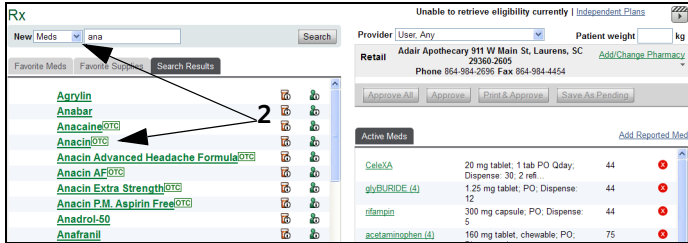


Care360® Labs & Meds 2013.2

Writing a Prescription

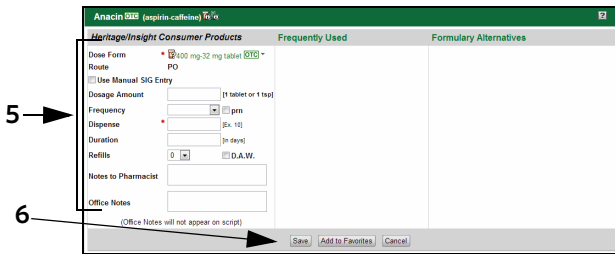
If you need assistance while writing a prescription, click the *View Demo* icon located at the top right of the Rx pad to view a video about writing a prescription. Other means of writing a prescription exist in addition to those described here; for more information see the *Care360 Labs & Meds User Manual*.

Write a Prescription



- To begin writing a prescription, locate the patient's chart, and then from the *Patient* tab, click *Prescriptions > Write a Prescription*.
- To select a medication, at *Search*, make sure *Meds* is selected in the drop-down, type three or more letters of the medication name (actual or generic), and then click *Search*. Click the best match.

CAUTION! If a warning indicator (⚠) and message appear when the medication is selected, click the indicator to view and acknowledge the interaction or contraindication report.



- To select a supply, at *Search*, select *Supplies* from the list, type three or more letters of the supply name (actual or generic) in the box, and then click *Search*. Click the best match.
- View the Sig. for the selected medication or supply.
- Update the fields as needed, and complete any empty fields (required fields are marked with a red asterisk).

Note: Available fields vary based on whether you are updating the Sig. for a medication or a supply.

- Click *Save*.
- Review delivery options for each item in the prescription.
- If necessary, do the following to change a delivery option:
 - In the prescription, click a medication or supply name.
 - In the dialog box, select a new delivery method.

Note: If you are prescribing a CII medication, the *Sample/Handwritten* option is automatically selected (and cannot be changed), since all CII prescriptions must be handwritten.

- If submitting to a retail pharmacy, review the selected pharmacy name and location.
- If necessary, do the following to select a pharmacy:
 - Change the pharmacy for all items on the prescription, or a single item:
 - To change the pharmacy used for all listed medications or supplies, click *Add/Change Pharmacy* next to the pharmacy's description.
 - To change the pharmacy for a single medication or supply, click the medication or supply, and then click *New Pharmacy*.
 - Select the option button next to a pharmacy name in the *Pharmacy Favorites* list, and then click *Change Pharmacy*.
 - At *Find a Pharmacy*, type values in any search fields, then click *Search*. Select to the appropriate pharmacy name, and then click *Change Pharmacy*.
- In the Rx pad, do any of the following as needed:
 - Review the provider name. If necessary, click a different provider in the list.
 - Type the *Patient Weight* (in kilograms).
 - Click a medication or supply name, and then click *Edit SIG* in the pop-up dialog box. Make changes, then click *Change Rx*.

- If needed, select additional medications.
- After reviewing the prescription, do one of the following:
 - Approve all items on the prescription.** To approve all of the medications added to the prescription, and immediately submit the prescription to the pharmacy (either electronically or by fax), click *Approve All*.
 - Approve specific items on the prescription.** To immediately submit specific medications on the prescription to the pharmacy (either electronically or by fax), select the check box next to the name of each medication or supply you want to approve, and then click *Approve*.
 - Print and approve the prescription.** To submit items on the prescription to the pharmacy (either electronically or by fax) and print a paper copy of the prescription locally, select the check box next to each medication that you want to approve and print a copy of, and then click *Print & Approve*.

Note: If the prescription you are printing has a *Sample/Handwritten* delivery option specified, two copies of the prescription automatically print when you click *Print & Approve* (one of the copies is marked "Copy").

- Save the prescription items as pending.** To set the prescription item(s) to pending, for approval by the designated provider, select the check box next to the name of each medication that you want to save as pending, and then click *Save As Pending*.

Approved medications are added to the patient's *Active Medications* list. If you click *Save as Pending*, the prescription is held as "Pending Approval" and the medications are not added to the *Active Medications* list until approved.

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