

E-Prescription User Manual

Table of Contents

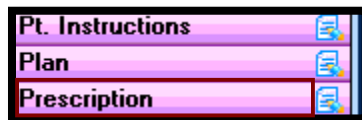
1.	Introduction	3
1.1	Open Prescription	3
1.2	Status Link:	4
1.3	Status Page	5
1.4	Compose Rx	6
2.	Prescription Process	7
2.1	Pending Prescriptions	7
2.2	Current Medications	8
2.3	Adding a New Prescription	9
2.4	Selecting Sig	10
2.5	Patient Allergies / Notes	11
2.6	Editing Current Medications	11
2.7	Discontinuing Sig	11
2.8	The Review Page	14
2.9	The Routing Page	16
2.10	The Transmit Page and Transmit Confirmation Page	21
2.11	The Rx Detail Page	24
2.12	Administrative Page Functions	27
2.13	Prescriber Report	27
2.14	Patient Details Page	28
2.15	Medication Entry and Refill Page	29
3.	Patient Face Sheet	31
3.1	Maintain Pharmacy List	32
3.2	Account Healthplan/Formulary List Page	33
3.3	Patient Notes Page	34
3.4	Patient Diagnosis Page	35

1. Introduction

By using the E-prescription, you are taking the first step in enhancing your office's prescription handling. You will find the process to be both intuitive and easy to use. In order to help you navigate the system, each screen is described in great deal on the following pages. You will find definitions for specific terms and fields that appear on the screen. If you need just a quick overview of the page, the summary section might be all you require. If you desire a more explanation, continue in the detail section.

1.1 Open Prescription

To open the E-Rx screen in the Visit Note, click on prescription link from the left menu.



Click on the button displaying "Please click here for ePrescription" message.



E-prescription screen opens:

1.2 Status Link:

The Status link, above the NavBar, lists all prescriptions needing processing.

Click to view: Your personal count is displayed below the page title.

Pharmcom = electronic pharmacy renewal requests.

Faxes Needing Attention = those that did not transmit correctly.

Failed Electronic Rx will also be listed and require processing.

Pending = Rx that have not been completely processed. Pending Rx can be one of 3 stages.

DR has been assigned by staff for a *doctor* to review.

NS, has been reviewed and approved by a doctor but still *needs staff* to send to a pharmacy.

InProc, *incompletely processed*, has been assigned un-reviewed or left unfinished or forgotten by the displayed user.

Any prescriptions left on the Status Page at the end of the day represent "unfinished business".

Arizona Office	Pharm: 0 Fax: 8 Pend: 2	Your Customer's Account Name
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The **Status Bar** appears at the top of all pages. The link displays 3 items.

- **Pharm:** The number listed here is the number of pharmacy communications requiring attention for the entire Account. These are either refill requests or messages from SureScripts pharmacies. Clicking on **<Pharm>** will take you to the **Status page** where you can view the transactions.
- **Fax:** The number after the word Fax is the number of faxes which were not successfully transmitted. Possible causes for their being on this list include wrong fax numbers or a malfunction at the pharmacy. Clicking on **<Fax>** takes you to the Status page where you can view the transactions. Once the fax has been successfully transmitted, it will be removed from this list.
- **Pending:** link displays the number of incomplete or pending prescriptions for your Account. Clicking on **<Pending>** takes you to the **Status page** where you have the ability to view all transactions requiring your attention.

Although all transactions for your Account are listed on the Status Page, those which need attention from your Location/Workgroup are in **bold**. Any transaction listed here, however, can be accessed or processing. Be sure to follow your office policy on handling prescriptions written in a different Location/Workgroup

1.3 Status Page

The **Status Page** is split into five sections:

[Arizona Office/Resources](#)
James Glove
Status
Designated Dr/Prescriber: James Glove

Patient: **Fred K Harrison** DOB: **5/11/1976** Gender: **Male**
RXHUB: Request valid: Patient not found Resubmission not allowed.

At day's end, all rx left on this page are unfinished work.

James Glove Review List

Patient Assignee/User	Date Stage	Drug	Doctor Location	Sender
Smith, Joe James Glove	03/05/09 InProc	Zantac 150 mg Tab	Glove Arizona Office	
Test, Johnnie James Glove	05/25/09 InProc	Alprazolam 0.25 mg Tab	Glove Arizona Office	

Pharmacy Renewal Requests

Failed Fax Transmission: Needs Reprocessing

Patient	Date	Drug	Doctor / Location
Morne, Charlie	05/22/2009	Diclofenac SR 100 mg 24 hr Tab	DoGood / Arizona Office
Morne, Charlie	05/22/2009	Cipro 500 mg Tab	DoGood / Arizona Office
Test, Annette	02/09/2009	Allegra 180 mg Tab	Glove / Arizona Office
Test, Annette	02/11/2009	Allegra 30 mg Tab	Glove / Arizona Office
Test, Betty	03/12/2009	Allegra 180 mg Tab	DoGood / Arizona Office
Test, John	02/09/2009	Symbicort 160 mcg/4.5 mcg/Actuation Inhalation HFA Aerosol Inhaler	Glove / Arizona Office
Test11, Test	02/09/2009	Levofloxacin 250 mg Tab	DoGood / Arizona Office
Test11, Test	02/09/2009	Levofloxacin 250 mg Tab	DoGood / Arizona Office

Staff Processing List

All Doctor Review List

Patient Assignee/User	Date Stage	Drug	Doctor Location	Sender
Smith, Joe James Glove	03/05/09 InProc	Zantac 150 mg Tab	Glove Arizona Office	
Test, Betty J Winston DoGood	03/12/09 InProc	Prozac 20 mg Cap	DoGood Arizona Office	
Test, Johnnie James Glove	05/25/09 InProc	Alprazolam 0.25 mg Tab	Glove Arizona Office	
Toczykowski, Mary C Winston DoGood	03/11/09 InProc	Estradiol 0.5 mg Tab	DoGood Arizona Office	
Toczykowski, Mary C Winston DoGood	03/11/09 InProc	Prometrium 100 mg Cap	DoGood Arizona Office	

(1) The **Pharmacy Renewal Requests** section lists all messages and refill requests received from the SureScripts pharmacies. The request lists the patient name, date of birth, date received, drug name, Doctor/Prescriber, Location/Workgroup and pharmacy. Clicking on the Patient Name displays message in detail on **PharmCom** page. From this screen you may deny the refill, or continue on to approve or respond to the pharmacy message.

(2) The **Failed Electronic New Prescription: Needs Reprocessing** section lists electronic prescriptions which were not successfully transmitted. The Patient Name, date on which the Rx was created, drug name, Doctor/Prescriber name and user name are listed. Clicking on the patient name displays **RxDetail** screen where you will see the prescription details and can retransmit the prescription.

(3) The **Failed Fax Transmission: Needs Reprocessing** section lists any fax which was not successfully transmitted. Faxes listed in this section have not been transmitted. The Patient Name, date of fax, drug name, Doctor/Prescriber name and Location/Workgroup name are listed. Clicking on the patient name displays **RxDetail** screen where you will see the prescription details as well as the transmission information. From the RxDetail screen you may reprint or retransmit the entire batch of prescriptions (if applicable) or just an individual Rx. If you are forwarding this prescription for another user's review, you may add an explanatory note. Additionally, you may add patient education notes to the prescription which is displayed on the Patient Face Sheet. To return to the Status Page, click on **Close/Return to previous page** link.

(4) The **Staff Processing List** indicates prescriptions which are pending further review. Those prescriptions that are listed in bold type represent items that were entered at this Location/Workgroup. If a transaction is not listed in bold type (thus originating from another Location/Workgroup), it can still be processed if permitted under your specific office policy.

Pending prescriptions can be of three types: NS, InProc or DR.

- **NS** (*Needs Staffing attention*) have been approved by the Doctor/Prescriber and are waiting further processing from Staff. If, for example, a Doctor/Prescriber approves a prescription and elects to wait and have his staff transmit it, it would be listed as **NS**. Selection of this patient listing will take the user to the **Route Page** for printing or transmitting to a pharmacy.
- **InProc** (*in process*) prescriptions are those which are left unfinished at any point in the Rx process. Selection of this transaction takes the user to the **Compose Page** for completion or deletions.
- **DR** (*awaiting Doctor/Prescriber Review*) indicates that a user has determined the prescription requires a Doctor/Prescriber's review.

(5) **The Doctor Review List** shows prescriptions that have been set aside by the Mid-Level, Staff or other Doctor/Prescribers for this Doctor/Prescriber's review. The prescriptions are designated **DR**. Prescriptions left incomplete after review by this Doctor/Prescriber will be returned to the patient's pending list and designated **InProc**. Selecting that Rx displays **Compose Rx Page**.

Note:

You will notice that access to the Status page has been locked down. The user is unable to change patients on the Status page and is only able to handle e-prescribing transactions associated with the patient selected in your system. If allowed to change patients within the e-prescribing application, the information would not be passed back to you on the newly selected patient. This creates a safety concern and therefore the user must return to your application to select the other patient and then re-enter the e-prescribing application to continue processing.

1.4 Compose Rx

The **Compose Rx Page** is the center of the e -Rx prescribing system, as each new prescription begins here.



Summary

Displaying the patient's **Current Medications** and any **Pending Prescriptions**, this page is the center of the prescribing process. Mid-page, note **Allergies** to drugs, foods, etc. There is a **Memos** section as well as a drop-down that allows you to change the **Designated Doctor/Prescriber** which is used for nurses processing multiple doctors' refills.

2. Prescription Process


Start the prescribing process by looking up a drug. Type 3 or more letters and click on **<Drug Search/List>** or use the Enter key. Select the desired formulation that then appears above as **Pending** where the sig can be added. To add the sig, click on Edit.

Note:

Checking the check box at the bottom of Edit adds the entire Rx to the **Doctor's Drug/Rx List** for future reuse.

However, drugs are automatically added to the Doctor's List as they are selected. To view the Doctor's Drug list, leave the Search box blank and click on **<Drug Search/List>**. Drugs can also be added or subtracted from lists by using the check boxes which appear to the right of each drug search result. Multiple **Current Medications** can also be selected for renewal by checking the boxes to the left of each current med that is listed. All newly selected drugs will appear at the top of the page as Pending Prescriptions. The **Instant Renewal** button in the Current Medications section of the page allows sending a batch of renewals directly to the patient's pharmacy.

If your Account has the Formulary functionality, you will see the Formulary status. Also on this line is an Edit link. Clicking on this link expands the fields to allow you to make changes to the prescription. A

click on  **magnifying glass icon** takes you to the Rx Detail page which provides complete information on the prescription, including any additional directions, prescription batch and previous pharmacy transmission information. You also are able to add notes for both the patient and for other users to reference.

2.1 Pending Prescriptions

Pending Prescriptions are part-way through the process but have not yet been added to the patient's Current Medication list. Any incomplete Rx is highlighted (for example, an incomplete or missing sig). In addition to those newly selected, you will also see 1) Rx left at any point in the process, Stage = **InProc.** 2) Rx left by Clinical Staff for doctor review = **DR.** An Rx that has been approved by the doctor, left for staff processing, but has not yet been printed or sent to a pharmacy is staged **NS** and is highlighted

Pending Rx		Adjust Disp# only after completing Sig.	
Drug	Sig	#	Refill
Atenolol 50 mg Tab	1-3 [v] tablet(s) [v] by mouth [v] daily [v] <input type="checkbox"/> PRN <input type="checkbox"/> DAW / DNS Additional Sig: <input type="text"/> Pharmacist Message: <input type="text"/> Select packaging for pharmacist [v] 25.000 each BLIST PACK 30.000 each BLIST PACK 100.000 each BLIST PACK 3.000 each BOTTLE [v] <input type="checkbox"/> Save this sig	90 * 7 day 10 day 14 day 21 day <input type="checkbox"/> 2nd rx 90 Day <input type="checkbox"/> One Time	0 1 2 3 4 5 6 7 8 9 10 11 12 <div style="float: right; text-align: center;"> SAVE CANCEL </div>

[Sig Help](#)

To complete an Rx, click on Edit. Select number, sig, and adjust the directions or pre-calculated 30-day supply as needed. Check PRN or DAW (*dispense as written*). Check **"90 days"** to generate a 3 month Rx in addition to the original Rx you are writing. Enter any **additional sig** such as insulin dosing for the Rx label. (Pharmacy data standards allow *only digits*; in the Disp# field. Therefore, for dose-packs, tubes, insulin etc, click on Packaging and select for the pharmacist. Place the number of packages in the Dispense # field as the last step.) Add any additional directions for the pharmacist



Save your changes by clicking **<Save>**.



Click on **X** to delete the entire Rx.

Pending Rx	Take Complete Rx to Review Page						Open Edit for Dosing		
	Rx Date Stage	Drug	Sig	#	Refill	Doc / Loc Source			
<input checked="" type="checkbox"/>	05/29/09 InProc	Cefadroxil 500 mg Cap	1 daily	30	2	Glove	EDIT		X
<input checked="" type="checkbox"/>	05/29/09 InProc	Atenolol 50 mg Tab	1-3 daily	90	0	Glove	EDIT		X

Finally, click **<Proceed to Review>**. All Rx must be complete before proceeding.

Click the icon to go to the **Detail RX** page and read the note

To delete a pending prescription, click on the **"X"** to the right of the prescription you want to remove. The **Dosing feature** is also accessed via the Edit link of Pending prescriptions. Once in edit view, you can access "dosing" by clicking on the dosing link which displays below the drug name. Several Diagnoses / indications will display. Select the desired indication and you will be presented with the dosing calculations based on the patient's age and weight.

The dosing calculates for pediatrics so make sure to enter or adjust the weight as needed and click the **<Update weight in Kilograms>** button.

If you want to calculate the dosing based upon a different frequency (i.e., BID in instead of Daily) select a different frequency from the drop down box.

Similarly, if you decide you want a different strength (i.e., 500mg instead of 250 mg) than what you originally selected you can select the new strength from the box of that displays the various strengths. Scrolling down will allow you to view the prescription that you are editing. You can make any changes as necessary and then click on **<Save>** and you will be taken back to the Compose Rx page.

2.2 Current Medications

Select	Current Medications for Fred K Harrison						Drug Review			D/C
	Rx Date Stage	Drug	Sig	#	Refill	Doc / Loc Source				
<input type="checkbox"/>	06/01/09	Cefadroxil 500 mg Cap	1 daily	30	2	Glove	EDIT			<input type="checkbox"/>
<input type="checkbox"/>	06/01/09	Atenolol 50 mg Tab	1-3 daily	90	0	Glove	EDIT			<input type="checkbox"/>

Current Medications can have multiple **Sources**. (1) Prescriptions written by all doctors within your account are displayed with the Location. (Your current Location is displayed in bold.) (2) Medications entered by staff from the Med Entry page (3) additional prescription records that may have been loaded from outside sources such as **RxHub**, **RHIO**, or **IPA**.

Click on Edit within the Current Meds to record a sig change. To discontinue a drug or eliminate duplicate records, use the check boxes and **<D/C>**. At the bottom of the page are links accessing additional lists: previously **Discontinued Medications**, **Prescriptions Cancelled** after leaving the Compose Page, and a log of the patient's **Pharmcom** activity, including denied renewals.



2.3 Adding a New Prescription

The area below Pending Rx labeled **Drug Search/List** is where you start to add a new prescription.

A new prescription can be generated several ways when it comes to finding and selecting the drug:

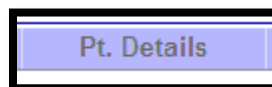
(1) If the prescription is one that is commonly used by the Doctor/Prescriber, click on **<Drug Search/List>** first. This action brings up the Doctor/Prescriber's drug list which is automatically built by storing the names of the drugs the physician has prescribed.

From here you may select the appropriate drug if it is displayed. To select a single drug, click on the drug name which appears in blue underlined font. To choose more than one drug, click the check box (es) to the left of the drug name.

To add or remove drugs from the Doctor/Prescriber's favorites list, check the appropriate box (es) at the right end of the prescription line and click on **<Add/Remove>**.

(2) If a new prescription is not already on the Doctor/Prescribers Favorite List, type at least the first 3 characters of a brand or generic name into the search text box (You may also expand your search by clicking the **Include Obsolete Drugs** check box to add any withdrawn drugs to the list) and click on **<Drug Search/ List>**. This action brings up the list of drugs that match your search query. The more letters you enter, the closer the search will be. With the drug's name you will find a description of the drug along with Monograph and Leaflet links. The Monograph link, when clicked, displays the drug Monograph on a separate page. Similarly, the Leaflet link displays the drug information in a format for patients. You are able to print a leaflet for the patient when you print/transmit the prescription.

Another way to start a prescription is to select a prescription from the patient's **Current** or **Previous** medications list. Check the check box to the left of a **Current** or **Previous prescription**, and then click on **<Select>** button. This moves all checked drugs to the Pending Rx area along with the appropriate sig, dispense number and directions.



If your Account has Formulary functionality you will note that the patient's health plan formulary information is listed in the search results to the left of the drug name and dosage. NOTE: for formulary to work correctly, the patient's insurance must be displayed in the upper right corner of the screen below the Navigation Bar. If you have Formulary coverage and the appropriate health plan does not appear, either click the insurance dropdown list on this page to see if the patient has other insurances listed or go to the **Pt Details Page** and select the patient's insurance/formulary from the drop-down list. (Contact your account manager if your desired health plan is not listed). If there is no insurance displayed at all, you will need to go to the **Pt Details Page** to select it.

If the Formulary states **Not in Formulary** then the patient's insurer has not placed this drug on its Formulary. At this point, click on Not in Formulary link to bring up a new window which lists the equivalent drugs that are approved and should be considered instead. At your discretion, a drug that is listed as Not in Formulary may still be selected.

If an Rx is covered on the Formulary the Covered link will appear. Clicking this link provides the Preferred/Approved status. If **Generic Available** appears, click the ingredient name (displayed in parentheses to the left of the Monograph link) to display all formulations. If searched by ingredient and no generic is available, the brand name appears in parentheses.

When all drugs and proper dosages have been selected, regardless of which of the methods above you used to find the drug(s), click on **<Select>** button to add the prescription to the pending Rx section.

2.4 Selecting Sig

From the Pending Rx section, you must click on Edit link next to each pending prescription in order to complete the Sig.

Enter the Sig and Dosage information from the drop down boxes. Check the **PRN** (*as needed*) and **DAW** (*Dispense as written*) checkbox where applicable. The **Disp#** (*number dispensed*) will calculate and display a 30 day supply. You may overwrite that number at this time if you choose. Use the **Select Packaging** dropdown to display information on sizes of tubes, liquids, tablets per bottle, etc.

[Allergy / Intolerance Search](#)

2.5 Patient Allergies / Notes

Below the **Drug Search / List** box the allergy and the memo boxes are displayed. To add or delete allergies for this patient, click on **<Allergy>** button. The allergy screen will display below the prescription box. At this time you can either search for new allergies to enter, delete previously entered information or search and click on **No known allergy** when appropriate. The allergy field is not required and can be updated at any time by returning to the **Compose Rx** page and entering the allergy information.


Search for an allergy by entering all or part of a brand, ingredient, drug category or non drug item in the box and click on **<Search>**. The results will display to the right of the **<Search>** button in a box. Select the appropriate allergy by clicking on it. Current allergies are displayed to the right of the **<Allergy>** button, after entering allergies, click on **<Close Search Results>**.

To delete an allergy that was previously entered, click on **<Allergy>** and a **Delete** link appears to the left of each listed allergy. Click the links as appropriate to remove the allergies from the list.

Select	Current Medications for Fred K Harrison						Drug Review		D / C
	Rx Date Stage	Drug	Sig	#	Refill	Doc / Loc Source			
<input type="checkbox"/>	06/01/09	Cefadroxil 500 mg Cap	1 daily	30	2	Glove	EDIT		<input type="checkbox"/>
<input type="checkbox"/>	06/01/09	Atenolol 50 mg Tab	1-3 daily	90	0	Glove	EDIT		<input type="checkbox"/>

2.6 Editing Current Medications

Current Medications prescribed or modified for this patient by all physicians on the account are listed below the Patient Allergies / Notes area at the bottom of the page. Each medication is listed along with the date, drug name, SIG, number dispensed (#), number of refills (Ref), Doctor/Prescriber's name and Location/Workgroup. (An asterisk (*) after the word SIG indicates there has been a change in the Sig).

Also available to the right of each prescription is an Edit link and a  **magnifying glass** icon. . The



Edit button allows you to alter the Sig and Directions after a prescription has been added to the Current Medication list, if a patient has been instructed to take a medication differently than originally prescribed. After you have made the changes reflecting the new prescription instructions, click on **<Save>** button to save the Sig modifications

2.7 Discontinuing Sig



The **<D/C>** button is used to discontinue current medications. Discontinuing a current medication moves it to the **Previous Medications** list. To discontinue a current medication, check the check box then click on **<D/C>** button.

Select	Rx D Stage
<input type="checkbox"/>	05/28
<input type="checkbox"/>	05/28
<input type="checkbox"/>	05/28
<input type="checkbox"/>	05/28

To renew one or more of the current medications click on the check box (es) to the left of each medication you want to renew. Then click on **<Select>** button. This moves all the selected prescriptions to the Pending Rx section for further processing / transmission

The **<Instant Renewal>** button allows you to simply select the drugs you wish to renew, select the appropriate pharmacy and click on **<Instant Renewal>**. This process will send the selected prescriptions to the chosen pharmacy and move the original prescription to Previous Medications. (If no pharmacy is selected, or a prescription is incomplete, it will move to Pending Rx instead.) The selected prescriptions will then be listed at the top of the Current Medication list.

Finally, at the bottom of this page are three selection boxes. With all three of the selection boxes, unchecking the box will remove those listings from the screen.

Instant Renewal	Select Pharmacy
<input checked="" type="checkbox"/> Discontinued / Previous <input type="checkbox"/> Cancelled Mid-Process <input type="checkbox"/> Pharmacy Communication	
Tinted Rx are external: entered via MedEntry or imported, source shown.	
Select	Previous Medications for Meditab Test
Move to Current Medications	

(1) **Show Previous Medications** - When selected, all previously dispensed medications are displayed under the Current Medications list. By using the Previous Medications list the physician has the ability to review the patient's total prescription history.

Instant Renewal

Select Pharmacy

Select Pharmacy

- Longs Drug Store #278 0278 Phone: 5105381227 3667 Castro Valley Blvd Castro Valley Fax: 5555555555
- Allen's Drugs Phone: 6186676726 101 East Market Troy Fax: 5555555555
- CVS Pharmacy #6926 Phone: 6186511016 2653 NORTHTOWN WAY HIGHLAND Fax: 6186548788
- CVS Pharmacy #6930 Phone: 6186640648 701 S. ELM ST. GREENVILLE Fax: 6186643798
- FAMILY CARE PHARMACY Phone: 6186542323 1108 BROADWAY HIGHLAND Fax:
- Longs Drug Store #278 0278 Phone: 5105381227 3667 Castro Valley Blvd Castro Valley Fax: 5555555555
- MEDICINE SHOPPE PHARMACY 1673 Phone: 6186640058 621 S SECOND ST GREENVILLE Fax:
- MEDICINE SHOPPE PHARMACY 1127 Phone: 6186544446 801 BROADWAY HIGHLAND Fax:
- PRESCRIPTIONS PLUS Phone: 6185883517 450 W HANOVER NEW BADEN Fax: 5555555555
- PRESCRIPTIONS PLUS Phone: 6186672051 523 TROY PLAZA TROY Fax: 5555555555
- RITE AID-1991 MOUNTAIN BLVD. 05952 Phone: 5103392215 1991 MOUNTAIN BOULEVARD OAKLAND Fax: 5555555555
- Wal-Mart Pharmacy 435 Phone: 6186542397 12495 STATE RTE 143 Highland Fax: 5555555555
- Walgreen Drug Store 01309 Phone: 6186511204 110 Walnut St. Highland Fax: 5555555555
- WATSONS DRUG STORE Phone: 6186643600 214 W MAIN ST GREENVILLE Fax:

The **<Move to Current Medications>** button which appears within the Previous Medications area allows you to move a medication to the Current Medication list by selecting the box to the right of the medication and clicking the **<Move to Current Medications>** button.

(2) **Show Cancelled/Denied Medications** – When selected, all previously cancelled and denied medications are displayed along with the date prescribed, Sig, number dispensed (#), number of refills (Ref), the Doctor/Prescriber's name, the Location/Workgroup and a magnifying glass icon that will take you to the **Rx Detail** page for that medication when clicked.

(3) **Show Patient PharmCom Log** – When selected, all PharmCom / Surescripts transactions including denials will be displayed. NOTE: a patient must first be selected on the first page of PharmCom in order for the denial to show up in the patient's list. For example, when you click on Jane Smith in your PharmCom Renewal Requests on the Status page, you need to select the patient from the search results or add the patient in order for the denial to show up on the patient's list.

2.8 The Review Page

Summary

Interactions and allergies comparing the Pending Prescriptions to the patients Current Medications and each other, are displayed. If this is an RxHub patient, drug interactions are automatically checked against a 90 day all doctor history as well as Pending and Current Medications, if your account has this feature. The **Drug/Condition check** is activated when the Dx or pregnancy indicator is passed from the EMR or PM system. (**Direct users:** enter a Pt Dx via the Nav Bar) Choose the next step from the buttons at the bottom to determine the fate of the selected Rx(s). Uncheck a box to split the batch as needed.

Proceed to Print / Transmit		Approve / Leave for Staff	
Finish / Add to Current Meds		Return / Additional Rx	

Pending Rx									
	Sch *	Rx Date Stage	Drug	Sig	#	Refill	Doc / Loc Source		
<input checked="" type="checkbox"/>		06/26/09 InProc	Zinc Lozenges 15 mg Usual adult dosage: 10.000 MG to 100.000 MG	1 TID	1	0	Glove		<input type="checkbox"/>

[Print Rx/Add to Current Meds](#)
[Transmit Rx](#)

Drug review based on information from FirstDataBank. Last Updated: 05/06/2009

<Approve/Leave for Staff> allows doctors to add the batch to the staff list on the Status Page as an **NS**. Nurses may select **<Leave for Doctor Review>**, changing the selected Rx to **DR**, placing it on the Designated Doctor's review list on the Status Page.

If your Account has the functionality, the top of the **Review Page** displays **drug-drug**, **drug-allergy** and **drug/condition** interactions and additional alerts. All medications listed as Current or Pending are checked against each other for interactions. If the patient is an RxHub patient, **drug interactions** are automatically checked against a 90 day all-doctor history as well as Pending and Current Medications. The **Drug/Condition** check is activated when the Diagnosis (Dx) or pregnancy (V code) is passed from the EMR or PM system. (**Direct users:** you can enter the Pt Dx via the Diagnosis tab on the Nav Bar). **Contraindicated** appears in **red** and indicates a predictably severe consequence of concurrent use of two drugs. **Severe** appears in **yellow** and indicates action may be required to reduce the risk of adverse reaction. **Moderate** appears in **yellow** and generally indicates a need to adjust medications. **Herbal** interactions are not characterized as to severity due to lack of standardized content and dosage.

Pending Prescriptions from all workgroups in your account are displayed. You may deselect a prescription to transmit it individually. All selected prescriptions will be transmitted as a batch. Clicking **<Proceed to Print/Transmit>** takes the current batch to the Routing Page where it will then be transmitted.

If neither printing nor transmitting is needed, (such as for a Schedule 2 drug) click **<Finish/Add to Current Meds>**. This adds the Rx to the patient's Current Medications but does not allow any further transmission of the Rx.

Doctors who choose to have their staff finish transmissions may click the **<Approve/Leave for Staff>** button. This transfers the Rx to the doctor's assigned nurse, marks the prescription with an **NS** status, and places it in the Staff Processing List on the Status Page for further processing.

If the user logged in is not a doctor and proceeds to the Review Page, the above described **<Approve / Leave for Staff>** button will be replaced with a **<Leave for Doctor Review>** button. This transfers the prescription to a Doctor/Prescriber, marks it with a status of **DR** and places it in the Doctor Review List on the Status Page for further processing.

Clicking **<Return/Additional Rx>** returns you to the Compose Rx Page where you may add another prescription.

You may delete a prescription at this point in the process by clicking on the "X".

Note:

The select check boxes to the left of each are pending Rx on the Review Page. If left **unchecked**, no action will be taken on this Rx at this time.

Below the Rx on the page are **<Print/Add to Current Meds>** and **<Transmit>** buttons. If you desire to skip the Route page you can use these buttons to add the prescriptions to Current Meds and print them locally or go directly to the Transmit page by clicking the **<Transmit>** button.

Note:

The check boxes to the left of the meds being processed. On this and subsequent pages, un-checking a box splits the batch for separate processing. For instance, a Schedule 2 drug must be printed, while the rest of the batch can be transmitted to the pharmacy.

2.9 The Routing Page

[Arizona Office/Resources](#)
James Glove MD
Route Rx
Designated Dr/Prescriber: James Glove MD

Patient: **Fred K Harrison** DOB: **5/11/1976** Gender: **Male**
RXHUB: Formularies not automatically available - select healthplan manually.

Number of copies:
Leaflet:
☐ Print as Singles

Check or uncheck to create a processing batch
Select language first.

Sch *	Pharmacy	Rx Date Stage	Drug	Sig	# Refill	Doc / Loc Source	Leaflet
<input checked="" type="checkbox"/>		06/26/09 InProc	Zinc Lozenges 15 mg	1 lozenge by mouth three times a day	10	Glove	<input type="checkbox"/>

Print Rx/Add to Current Meds
Transmit Rx

Summary

A batch of prescriptions ready for printing or transmission is displayed. Check or uncheck boxes in accordance with office policy prior to choosing **<Print>** or **<Transmit>**. Specify the number of **printed chart copies** if desired. (Transmitted prescriptions always have a single printable "receipt.") Check the box(s) for a **printable patient leaflet** as needed. (Select or change the **patient language first.**) If you would like each Rx printed on a separate page, check the **Print Singles** box. Click **<Transmit>** to send all selected Rx to the next page where a pharmacy can be selected and leaflets and copies printed. (A displayed pharmacy can be pre-selected here and will appear on the Transmit Page.) The printed Rx should match your state format. If not, contact customersupport@newcroprx.com.

Note:

Only the Rx's for the Current Location are pre-selected.

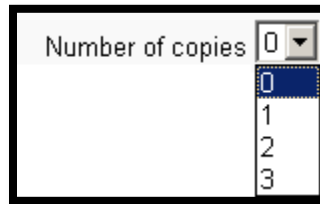
The **RX Support** feature (not always present) provides printable information designed to encourage the patient to fill the Rx as written. This information will print out with the Rx or Transmit receipt unless you uncheck the Rx Support box.

Upon arriving on the print page or upon transmission, the Rx will have been added to the patient record, at the top of the Current Meds List. If an error has occurred, go to the Compose Rx page and move the Rx to Previous Meds or Edit to modify an incorrect sig. An explanatory note can be recorded in the Rx Detail.

You will find yourself on the Route page after having clicked **<Proceed to Print/Transmit>** on the Review page. All prescriptions will be displayed on the Route Page but only the Rx for the Current Location is pre-selected. You may make changes by unchecking the checkbox.

For example, if you want to print 2 prescriptions and transmit the other 3 you would uncheck/select the two you want to print.

The first option on this page allows you to choose the **number of chart copies** of this prescription that you wish to be printed on paper. By clicking on the **Number of copies** drop down box, you may choose from 0 to 3 copies to print. The default setting is **zero** printed copies. If the prescription was transmitted electronically, you will have the option of reviewing a printable proof of transmission when you reach the Transmit Page. The copies on this page are in addition to the one printable from the Transmit Page.



Number of copies 0

0
1
2
3

If you want a Patient Leaflet to print, select a **patient language**. If the patient's language was entered on the Patient Details page that will be the default language that appears here. If not, select the appropriate language and check the box(s) for a **printable patient leaflet** as needed. These boxes appear to the right of each prescription, allowing you to select which leaflets to print if you do not want a leaflet printed for each prescription (This is a Comprehensive account option only). A record of the leaflet selection is added to the Rx Detail.

Note:

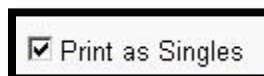
If the requested language is not available, the leaflet will print in English.



Leaflet: English

Select Language
Arabic
Chinese
Creole
English
French
German
Greek
Italian
Japanese
Korean
Polish
Portuguese
Russian
Spanish
Turkish
Vietnamese

Prescriptions will print up to 4 to a page or as required by your state. The **Print as Singles** option allows you to print each prescription on a separate page if you have multiple prescriptions being transmitted and you want each printed on a separate sheet of paper.



☒ Print as Singles

RxSupport

This feature (although not always present) provides printable information designed to encourage the patient to fill the Rx as written. These will print out with the Rx or Transmit receipt unless the box is unchecked. If the Rx Support information is available for the medication being prescribed, the Rx Support box will be checked. If the box is not checked, then there is no Rx Support information available.

Schedule 2's

Note :

the **Drug Schedule (Sch*)** column to the right of the prescription selection boxes. Schedule 2's, such as Percodan, must be individually signed by the physician on state-mandated paper forms and cannot be transmitted. ERx can support specialized printer set-up if needed. Contact customersupport@newcroprx.com to set up your state's format.

Proceed to Print / Transmit		Approve / Leave for Staff	
Finish / Add to Current Meds		Return / Additional Rx	

Pending Rx							
	Sch *	Rx Date Stage	Drug	Sig	#	Refill	Doc / Loc Source
<input checked="" type="checkbox"/>	2	06/24/09 InProc	Methadone 10 mg Tab Usual adult dosage: 5.000 MG to 120.000 MG	1 BID PRN	60	0	Grubb

How can you add Schedule 2 drugs to the patient record? You can use the **<Finish/Add to Current Medications>** option on the previous page (Review Page). Alternatively you can add them to the record from this Route Page, by clicking **<Print/Rx/Add to Current Meds>**. You can also handwrite the Schedule 2's.

Pharmacy

If an Rx is a refill and was previously sent to a pharmacy, the pharmacy name, address & phone number will be displayed to the left of the prescription. If the Rx has no pharmacy name in this box, you will choose a pharmacy on the Transmit Page.

Arizona Office James Glove MD		Transmit Rx		Designated Dr/Prescriber: James Glove MD	
Patient: Fred K Harrison DOB: 5/11/1976 Gender: Male					
RXHUB: Formularies not automatically available - select healthplan manually.					

Rx(s) for transmission:					
Rx Date Stage	Drug	Sig	#	Refill	Doc / Loc Source
06/26/09 InProc	Zinc Lozenges 15 mg	1 lozenge by mouth three times a day Days Supply: 10	1	0	Glove

[Click here](#) to specify mail-order/home-delivery for all the above Rx. [Return to Route Rx](#) to modify as needed.
[Click here](#) for detailed formulary benefit and mail-order information.

Transmit Rx/Add to Record

Pharmacy List				Add Pharmacy	
Name	Address	Phone	erx	Fax	
● Longs Drug Store #278 0278	3667 Castro Valley Blvd Castro Valley, CA 94546	510-538-1227	●	555-555-5555	
Allen's Drugs	101 East Market Troy, IL 62294	618-667-6726	●	555-555-5555	
CVS Pharmacy #6926	2653 NORTHTOWN WAY HIGHLAND, IL 62249	618-651-1016	●	618-654-8788	
CVS Pharmacy #6930	701 S. ELM ST. GREENVILLE, IL 62246	618-664-0648	●	618-664-3798	

Coming Soon: A **<Send>** next to each pharmacy that will transmit the prescription immediately, bypassing the Transmit Page. No leaflet or receipt will be generated

Routing Prescriptions

You have two options on this page for routing prescriptions. (1) For those prescriptions you do not wish to transmit electronically or via fax to the pharmacy, use the **<PrintRx/Add to Current Meds>** button. Doing so automatically adds the selected prescriptions to the patient record and takes you to a print page where each prescription will be displayed along with any requested leaflets and additional copies.

Note:

In the event an error has occurred, the RX cannot simply be deleted at this point. You need to go to the Compose Rx page and move the incorrect Rx to **Previous Meds** -- OR -- use the **Modify Sig** feature ([Edit](#)) where you can record an explanatory note in the Detail Rx if desired.

Route	Drug	Sig	#	Refill	Source
1/09 PC	Methadone 10 mg Tab Usual adult dosage: 5.000 MG to 120.000 MG	1 BID PRN	60	0	Grubb
1/09 PC	Tamiflu 30 mg Cap Usual adult dosage: 75.000 MG to 150.000 MG	1 DAILY	30	1	Grubb
1/09 PC	Bactrim 80 mg-400 mg Tab Usual adult dosage: 0.000 to 0.000	1 DAILY	30	1	Grubb
<div> <div>Print Rx/Add to Current Meds</div> <div>Transmit Rx</div> </div>					

If you want to print the prescriptions, leaflets and copies, click on the **Print Prescription** link that appears above the prescriptions to access your network printer.

If there are any remaining prescriptions for the patient, you will see a **Return to Routing** link adjacent to the Print Prescription that will display the number of prescriptions remaining on the Route Page. Clicking this link takes you back to the Route Page where you can continue processing the other prescriptions.

Charles R Grubb DO PC Pharm: 0 Fax: 1 Pend: 4 Your Customer's Account Name

Select Dr./Staff Compose Rx Med Entry Pt. Details Pt. Notes Diagnoses Admin

Charles R Grubb DO PC/Resources Charles Grubb Designated Dr./Prescriber: Charles Grubb

Patient: **Mark Terry** DOB: 10/10/1986 Gender: Male

RXHUB: Formularies not automatically available - select healthplan manually.

[Print Prescription](#) [2 remaining - Click here to continue routing](#)

Patient: Mark Terry D.O.B. 10/10/1986
Address: test address HARTFORD, CT 06104 Date: 6/25/2009

DRUG	SIG	Dispense	REFILLS	DAW
Bactrim 80 mg-400 mg Tab	1 tablet by mouth daily	30 (thirty)	1	N

Your second option for routing prescriptions is to use the **<Transmit RX>** button. Clicking this button will send all selected prescriptions to the next page where a pharmacy can be selected and leaflets and copies printed.

Qty	Drug	Sig	#	Refill	Source
1/09 DC	Methadone 10 mg Tab Usual adult dosage: 5.000 MG to 120.000 MG	1 BID PRN	60	0	Grubb
1/09 DC	Tamiflu 30 mg Cap Usual adult dosage: 75.000 MG to 150.000 MG	1 DAILY	30	1	Grubb
1/09 DC	Bactrim 80 mg-400 mg Tab Usual adult dosage: 0.000 to 0.000	1 DAILY	30	1	Grubb
<div> <div>Print Rx/Add to Current Meds</div> <div>Transmit Rx</div> </div>					

2.10 The Transmit Page and Transmit Confirmation Page

Summary

Choosing the **<Transmit RX>** option on the Route page, takes you here with the selected prescriptions.

You can send prescriptions as mail order by clicking on the [mail order / home delivery](#) link, verifying the shipping address and selecting the pharmacy.

The patient's previously selected pharmacies are at the top of the list, followed by an alphabetized location pharmacy list. The patient's available mail order pharmacies are denoted with a blue dot. Add to the displayed pharmacy list from the link at the bottom of the page. Report incorrect or missing pharmacies so we can correct the selection list. After transmitting, use your network printer for the receipt and **Patient Leaflet**.

Note:

There is a slight delay with transmitting, so please make patients aware of this, especially if the pharmacy they are going to is within 5-10 minutes of your clinic.

The **Pharmacy ID#** located next to the DEA on a prescription is a unique identifier that may be requested by a pharmacist to confirm the source of the Rx.

The **Transmit page** is the last page in the prescribing process. You reached this page by selecting **<Transmit RX>** from the Route Page for electronic (or fax) processing. On the top of the page, the prescription(s) you have selected is listed.

Each faxed prescription is accompanied by a message to the pharmacist, explaining the nature of the electronic Rx system along with the office contact information.

If a pharmacy name was pre-selected on the Routing Page, the pharmacy name and fax number will already appear. If no pharmacy was pre-selected you must now choose one from the list. The patient's previously selected pharmacy is denoted at the top of the list with a **black dot** to the left of the pharmacy name. Those pharmacies without the black dot are also used by this patient but not as recently.

Mail Order

If you desire to send the prescriptions as mail order, there is a [mail order/home delivery](#) link on the transmit page directly beneath the prescriptions. Clicking on this link will open up the shipping/ mailing address of the patient. Verify the address by checking the box. If the patient's mailing address is not populated, fill in the information. It will be saved in the patient detail for future mail order requests.

Note:

All prescriptions listed on the transmit page will be submitted as mail order prescriptions when the [mail order /home delivery](#) link is clicked.

After verifying the patient's mailing address, select the pharmacy as you normally would and click the **<Transmit RX>** button.

Selecting a Pharmacy

Transmit Rx/Add to Record

Pharmacy Search: Use Zipcode to see local pharmacies.
Close

5 digits required

ZIP:

Search with at least 3 digits

Phone/Fax:

Search with at least 2 letters of...

Street Name:

Cross Street/Landmark:

City:

State Abbrev:

Pharmacy:

Search

If zip does not find your pharmacy, try name, city, street, etc.

Pharmacy List

Add Pharmacy

Name	Address	Phone	erx	Fax
4 Rx 1	C St Eagle, VA 22602	333-444-4444	●	444-333-2222

A **blue dot** in the eRx column indicates that this patient utilizes an electronic mail order pharmacy. In this case, the Mailing address is displayed and is required for all mail order pharmacies.

A **green dot** under the eRx column indicates that this pharmacy is a participant in our **electronic pharmacy network**. In other words, pharmacies listed with the green dot can accept prescriptions electronically. If there is not a green dot in the eRx column then the prescription will be automatically faxed to the pharmacy. All pharmacies listed can accept prescriptions by fax provided the fax number is listed or you input the fax number prior to transmission.

However, there are a few instances when a participating pharmacy cannot accept a prescription electronically.

- 1) If there is a Schedule 2 or other non-compliant drug in the batch
- 2) A doctor has not yet been approved by the network
- 3) A connection to the electronic network is not possible.

In either of these cases the pharmacy will require a fax. You must be sure that a fax number is provided. Verify that the correct fax number is listed for the chosen pharmacy.

If the fax number is incorrect or is not listed, enter the fax number in the field labeled **Via Fax:** Corrected numbers are stored and displayed for future use.

If your pharmacy is not on the list, there is an Add a pharmacy to the list above link located at the bottom of the page that opens a Pharmacy Search box where you can search for the desired pharmacy by entering 1 or more fields. Zip codes alone generally work well. Once you have entered your search criteria, click **<Search>**. The search results will display below. Select the pharmacy by clicking on the pharmacy name. This results in the selected pharmacy being added to the patient's list of pharmacies as well as your Location/Workgroup's list of pharmacies.

If the pharmacy you are searching for is missing from the list, or if any displayed information is incorrect, please click on the missing/incorrect pharmacies: inform Support Services email link at the bottom of the page to inform us so that we may correct the database.

Finally, when you have the correct pharmacy selected, click the **<Transmit Rx/Add to Record>** button, sending the Rx and adding the new information to the patient's record. **Once the prescription has been transmitted, these prescriptions can no longer be cancelled or modified.** If an error has occurred, go to the Compose Rx page and move the incorrect Rx to **Previous Meds** -- OR -- use the **Modify Sig** feature ([Edit](#)) where you can record an explanatory note in the Detail Rx if desired. Clicking the **<Transmit Rx/Add to Record>** button takes you to the **Transmit Confirmation Page**. You will see a printable copy of the completed transaction along with any additional selected copies or leaflets. Use the Print link to access your network printer.

Note:

The adjacent [Return to Routing](#) link that displays any remaining prescriptions for this patient on the Routing Page.

Fax NOT sent to test number: 5555555555

Arizona Office		Pharm: 0 Fax: 8 Pend: 3		Your Customer's Account Name	
Select Dr./Staff	Compose Rx	Med Entry	Pt. Details	Pt. Notes	Diagnoses Admin

[Arizona Office/Resources](#) James Glove MD Designated Dr/Prescriber: **James Glove MD**

Patient: **Fred K Harrison** DOB: **5/11/1976** Gender: **Male**
 RXHUB: Formularies not automatically available - select healthplan manually.

[Print Receipt and Leaflets.](#)

System: Your Customer's Account Name
 This is # 1 for Friday, June 26, 2009 and # 26 year-to-date.
 Transmitted to: Longs Drug Store #278 3667 Castro Valley Blvd Phone: 5105381227 at 7:12 AM

6/26/2009

James Glove MD
 License: **036-082478** DEA: **DEA2786335** NPI: **1780687640**
 Arizona Office
 9939 Magnolia ave Riverside, CA 92503
 Phone: **714-555-6665** Fax: **714-555-1703**

PATIENT: Fred K Harrison Gender: Male		DOB: 05/11/1976	DAY TEL:
1120, Rover Park Avenue Oakland, CA 94621		MRN: JB00002590	EVENING: 5101255897

DRUG	SIG	Dispense REFILLS	Brand Medically Necessary	QUANTITY
Zinc Lozenges	1 lozenge by mouth three times a day	1 (one)	0	N
15 mg				

☒ 1-24
☐ 50-74
☐ 101-150

☐ 25-49
☐ 75-100
☐ 151 and over

OFFICE COPY OF PRESCRIPTION

OFFICE COPY OF PRESCRIPTION

Note:

The **Pharmacy ID #** listed to the right of the DEA number is a unique identifier that may be requested by a pharmacist to confirm the source of the Rx.

If there are no prescriptions left on the Route page, use the tabs on the Navigation Bar to select your next task.

Note:

There is a slight delay with transmitting, so please make patients aware of this, especially if the pharmacy they are going to is within 5-10 minutes of your clinic.

2.11 The Rx Detail Page

Summary



Accessed via the magnifier icon adjacent to each Rx, this page displays additional information regarding the Rx. (Coming soon: as the Rx is being processed, **Pre-Select Pharmacy** allows instant sending of the Rx upon doctor approval or for later use by the nurse). The **Email** function will send a copy of the Rx as appropriate. **Rx Processing Notes** allows attaching a message to the Rx and/or assigning it for review on the Status Page. **Patient Education** adds instructions that appear here and on the **Patient Face Sheet**. After the Rx is final and on the Current Med list, the Rx Detail page changes: An Rx batch can be **RePrinted/Transmitted**, recording a duplicate transaction in the **Print/Transmit Log**. **Sig** changes are tracked and displayed. **Pt. Notes** about the Rx, such as side effects can be recorded.

Arizona Office

Pharm: 0 Fax: 8 Pend: 3

Your Customer's Account Name

Select Dr./Staff

Compose Rx

Med Entry

Pt. Details

Pt. Notes

Diagnoses

Admin

James Glove MD

Designated Dr/Prescriber: James Glove MD

Patient: **Fred K Harrison** DOB: **5/11/1976** Gender: **Male**
RXHUB: Formularies not automatically available - select healthplan manually.

Close / Return to previous page

Original Rx (Return to edit view to modify)

Finalized Date: Original Entry Date: 06/26/2009

Drug: Zinc Lozenges 15 mg [Monograph](#) [Leaflet](#)
Dispense: 1 Refills: 0
PRN: No
Doctor: Entered by: James Glove MD
Dispense as Written: N Dx:
Patient's Preferred Category: Minerals & Electrolytes - Zinc, Minerals & Electrolytes - Zinc Combinations, Mouth and Throat - Lozenges, Alternative Therapy - Cough and Cold Agents
Language: No
Hide Diagnosis: Pharmacy Sig: 1 lozenge by mouth three times a day
Add'l Sig: Pharm Message:

Rx Notes

Save Note


Patient Education

Use Control key to multiselect, add text as needed

Save Note

Note the **Report Missing Rx** section above the pharmacy transmission log. If electronic "Success" is displayed, yet the pharmacy states they did not receive the Rx, please send us this information ASAP: *it will be fully investigated*. For "missing" successfully faxed Rx's, contact the pharmacy directly and suggest they check their fax machine before requesting renewals.

Rx Detail displays the complete information about the Rx for your review. This page displays different information before the prescription is transmitted (Pending Rx) and after transmission (Current Med).


In each case, you reach this page by clicking the  **magnifying glass icon** on the prescription line. To obtain specific information concerning the medication, click the [Monograph](#) or [Leaflet](#) links located on the **Rx Detail** page.

Viewing Detail Prior to Transmission (Pending Rx)

At the top of the Rx Detail page, the Sig information is presented. The Sig information is meant for review only. To change any Sig information listed on this page, return to the previous page and click on the [Edit](#) link. To obtain specific information concerning the medication, click on [Monograph](#). To review the information that will print on the patient's leaflet regarding this medication, click on [Leaflet](#).

Select Pharmacy for Auto-send with Approval (coming soon) As the Rx is being processed, the user can pre-select the pharmacy for instant sending of the Rx upon doctor approval or for later use by the nurse. Entering a pharmacy here allows the Doctor/Prescriber (or other authorized prescriber) to bypass having to select a pharmacy at authorization time thereby saving him/her some processing time. The pharmacy selected here automatically receives this prescription once it is authorized and transmitted.

Viewing Detail of a Current Medication

Once the prescription has been reviewed and transmitted, it becomes part of the patient's permanent file and is listed as a Current Medication on the Compose Rx page. If you click the  **magnifying glass icon** on a Current Medication, you will see different features have been added to this screen. Below the Original Rx section the prescription is listed along with any other prescriptions that were transmitted or printed at the same time.

Emailed Copy of Rx allows notification to be emailed to the patient or any other authorized party, that this particular prescription has been transmitted to their selected pharmacy.

Rx Processing Notes records information about the prescription. This information is not transmitted to the pharmacy, but is used for internal messaging/documentation only. Any text written in the **Patient Education** box or chosen from the drop down box below will display on the Detail Page as well as the Patient Face Sheet.

Any time during the review of this page, clicking on **<Close/Return to Prior Page>** takes you back to your page of origin. Any changes will be saved only if the **<Save/Send>** button is clicked.

The **Print Transmission Log** is also displayed on the **Detail Rx** page. If the prescription was transmitted electronically you will see the details of that transmission. A successful transmission will display the word "Success". Occasionally a pharmacy will report that they did not receive an electronically transmitted prescription even though the log states "success". If this occurs, please click the **<Report Missing Rx>** button immediately upon hearing from the pharmacy or patient. This will allow us to verify that the transmission was indeed complete. This feature is only to be used for prescriptions sent electronically. For "missing" successfully faxed Rxs, contact the pharmacy directly and suggest they check their fax machine before requesting renewals. Clicking on the **<Reprint/Transmit>** button provides you the ability to retransmit or reprint the prescription. If the prescription was part of a batch you have the option of retransmitting or reprinting the entire batch or an individual prescription. Any retransmissions or reprinting will be documented in the **Print/Transmit Log**. You may use this feature when you need to resubmit a prescription or an entire batch of prescriptions.

Sig History displays a log of all sig changes made to this prescription. The authorizing doctor and user are both displayed. The sig changes will be listed on the patient record.

Patient Note Entry allows you to document any notes regarding the prescription such as side effects. Remember to click the **<Save Note>** button after you have typed in your patient note.

Patient Education adds instructions that appear here and on the Patient Face Sheet. As with the Patient Note Entry, remember to click the **<Save Note>** button to retain any information you typed in this area. At any time while viewing this Detail Rx page, you can click on [Close/ Return to previous page](#) to go back to your page of origin. Remember, changes will be saved only if the **<Save Note >** button is clicked prior to exiting the page.

2.12 Administrative Page Functions

The Admin Page lists a variety of functions designed to make your office run more efficiently that don't necessarily fit directly into writing a prescription. Come here to print reports or forms, build lists, add patients, and review our supporting materials. Clinical staff can enter the Admin Page by selecting the **<Admin>** tab on the far right of the Navigation Bar. Clerical/Admin staff comes directly here.

Select a task on the Admin Page and click on the Help link at the bottom of each page to learn more. This entire reference manual can be viewed and printed from the [Reference Manual](#) link on the Admin Page.

[Add Patient](#) is present if your account includes this function. Note that a search for duplicates is required prior to adding a new patient

2.13 Prescriber Report

Arizona Office Pharm: 0 Fax: 8 Pend: 3 Your Customer's Account Name

Select Dr./Staff Compose Rx Med Entry Pt. Details Pt. Notes Diagnoses **Admin**

[Arizona Office/Resources](#) James Glove MD **Prescriber Report** Designated Dr/Prescriber: James Glove MD

Patient: **Fred K Harrison** DOB: **5/11/1976** Gender: **Male**

RXHUB: Formularies not automatically available - select healthplan manually.

Select the doctor:

Select the report type:

Select the date range: (For a single day, select on both calendars)

Start Date:

May June 2009 Jul						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

End Date:

May June 2009 Jul						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

Click [Printer Friendly](#) to display a page that can be printed.

Summary

Prescriber Report provides a printable log of all Rx authorized by a doctor.

This report generates a summary of all prescriptions authorized by a doctor:

- 1) Select the desired doctor from the drop-down list for this location.
- 2) Select a date range for the report by clicking on the calendar days. For a one-day report, click the same day on both calendars.
- 3) For sequential reports, note the date of last report. Use this date to generate a new report using the ending date of the previous report as a start date.
- 4) Click the [Printer Friendly](#) link and use browser buttons to print

2.14 Patient Details Page

Arizona Office
Pharm: 0 Fax: 8 Pend: 3
Your Customer's Account Name

Select Dr./Staff
Compose Rx
Med Entry
Pt. Details
Pt. Notes
Diagnoses
Admin

[Arizona Office](#) James Glove MD
Patient Details
Designated Dr/Prescriber: James Glove MD

Patient: **Fred K Harrison** DOB: **5/11/1976** Gender: **Male**
RXHUB: Formularies not automatically available - select healthplan manually.

Healthplan/Insurance/Formulary

Medicare Part D: Self-Pay/No Insurance Selected

Primary: Self-Pay/No Insurance Selected

Secondary: Self-Pay/No Insurance Selected

Tertiary: Self-Pay/No Insurance Selected

[Save Insurance / Formulary](#)

Refer to Pt's insurance card to determine formulary. An exact match is not needed.

Patient Pharmacies		Add choices from Admin Page
Name	Address	Contact
Longs Drug Store #278	3667 Castro Valley Blvd Castro Valley, CA 94546	510-538-1227

[Click here](#) to add/update patient pharmacy list.

Patient Information

Current? Yes

MRN/Chart# JB00002590

SSN

DOB 05/11/1976

Prefix

First Name Fred

Middle Name K

Last Name Harrison

Suffix

Gender Male

Address

Address Line 1 1120, Rover Park Avenue

Address Line 2

City Oakland

State CA

Zip 94621

Summary

The **Patient Details** page displays the selected patient's general information, address, mailing address, contact information, insurance information, etc and allows updating in some configurations. An insurance plan must be entered for formulary coverage information to appear with drug selections. Note the dropdown specifically for Medicare Part D. On the left-hand side of the page below the patient's name, the [RxHub/RxHistory](#) link may appear. Click to view an all- doctor Rx history from the health plan.

All users will access the **Patient Details** page from the Navigation Bar to enter any needed information. You can come back to this page at any time to modify a patient's information.

Note: Partner users will see much of the information already filled in and “read-only.” Some items such as patient language or pharmacy choice will still be changeable.

After a patient has been selected or added, you may enter patient-specific information here. Those users who have Formulary access may choose the patient’s Health plan from the drop down box located under the **General Patient Information** heading. Listed in this drop down box are all health plans which have been previously selected for your Account. If the patient’s health plan is **not listed** you may proceed to the Admin Page and select the **Account Healthplan List** link. Any health plan added to this list will be available for all users to access.

The Pharmacy section indicates the patient’s pharmacies. The Patient Information section stores the patient demographics. Please note that all fields indicated with an asterisk (*) are required fields.

Insurance/Formulary information is not required for each patient. However, if you wish to utilize the NewCrop *Formulary* feature, the health plan information must be entered on this screen. Choose from the drop-down list for your account. Formularies are more specific than the insurance coverage. Therefore, you may see multiple choices for each health plan. For instance, Blue Cross may provide more than one formulary (i.e. PPO vs. HMO). In addition, coverage may differ by employer. You must closely inspect the list of alternative formularies to find the one matching your patient’s coverage as listed on their card or benefit information. If you can’t find a match, speak with your Account Manager. This patient’s previously selected pharmacies and entered allergies are also displayed at the top of the page. If you make any changes or additions to this page, be sure to click the **<Save>** button to record the updates.

2.15 Medication Entry and Refill Page

Select Dr./Staff

Compose Rx

Med Entry

Pt. Details

Pt. Notes

Diagnoses

Admin

[Arizona Office/Resources](#)
James Glove MD

Med Entry

Designated Dr./Prescriber: James Glove MD

[Progress Note](#)
[Face Sheet](#)

Patient: **Fred K Harrison** DOB: **5/11/1976** Gender: **Male**
RXHUB: Formularies not automatically available - select healthplan manually.

Enter optional Outside Doctor and/or Original Start Date before selecting drug.

Replace current doctor

Enter Original Start Date

Month

Day

Year

Select to Move to Current Meds

or leave for further processing

Open Edit for Dosing

Rx Date Stage	Drug	Sig	#	Refill	Doc / Loc Source			
<input type="checkbox"/> 06/26/09 InProc	Zinc Lozenges 15 mg	1 TID	1	0	Glove	EDIT		X

Drug Search

Doctor's List

3 letter min. 5 recommended
☐ Include obsolete drugs

Allergy / Intolerance Search

No Allergies have been entered.

memo

Select

Current Medications for Fred K Harrison

Drug Review

D / C

Rx Date Stage	Drug	Sig	#	Refill	Doc / Loc Source			
<input type="checkbox"/> 06/26/09	Zinc Lozenges 15 mg	1 TID	1	0	Glove	EDIT		
<input type="checkbox"/> 06/01/09	Cefadroxil 500 mg Cap	1 DAILY PRN*	30	2	Glove	EDIT		
<input type="checkbox"/> 06/01/09	Atenolol 50 mg Tab	1-3 DAILY	90	0	Glove	EDIT		

☐ Discontinued / Previous
☐ Cancelled Mid-Process
☐ Pharmacy Communication

Tinted Rx are external: entered via MedEntry or imported, source shown.

Summary

The **Medication Entry and Refill Page** is used to 1) quickly record medications for new patients or those prescribed by doctors outside your account. These medications are added to the patient record and can be selected for modification and re-use on the Compose Rx page. 2) Add an Rx request to Pending Rx for further processing by doctor or clinical staff.

The **Medication Entry and Refill Page** may be accessed by clinical users via the link on the **Compose Rx Page** or the link on the **Admin Functions** page. This page allows staff not authorized to finalize prescriptions to still enter medication information into the patient record for reference or future processing.

For **new patients**, use this page to enter medications initially. You search for a drug the same as you would on the Compose Rx page however you will notice that, once selected, the checkbox to the left of the drug name is highlighted in blue and a complete sig is not required. Drug review does not occur when adding an Rx on this page, however the **Drug Review** can be used to perform this function after entry. Any doctor's name can be entered as the prescriber and any start date can be entered. Be sure to enter that information prior to searching for and selecting the drug. The medications entered on this screen can later be selected on the Compose Rx Page for a refill or to change a sig and are included in drug interaction review.

Note:

Be sure and select the drug first. Not doing so will cause the other information to be re-entered.

You are able to place an entered medication on the patient's current medication list for viewing by the doctor. To do this, select the checkbox to the left of the entered medication and click **<Add to Current Medications>** (Note, it will not have a **ReWrite** box because it cannot be renewed.) Detail will not show either print or transmit information since neither has occurred.

If you do not add the medication to the patient's current medication list, it will appear on the Compose Rx page as a pending medication. You can enter the **Detail Rx Page** by clicking on the magnifying glass icon to add a message if needed, or to assign a **DR** or **NS** for the next step in processing of refills. A complete sig is not required at this point. Click **<Save>** and the Rx will display on the Pending list of the Compose Rx page.

In addition to adding medications, you may also enter **Allergies** from this page.

3. Patient Face Sheet

Practice Name: Arizona Office **Phone:** 7145556665

Patient: Fred K Harrison **MRN:** JB00002590 **DOB:** 05/11/1976 **Gender:** M

Address: 1120, Rover Park Avenue Oakland, CA 94621 **Day Phone:** **Evening Phone:** 510-125-5897

Treating Physician: **Primary Insurance:** **Past Medical History:**

Allergies/Memo:

Medications as of Friday, June 26, 2009 7:47:05 AM

Doctor	Medication	Directions	
Glove	Zinc Lozenges 15 mg	1 lozenge by mouth three times a day	
Glove	Cefadroxil 500 mg Cap	1 capsule by mouth daily as needed (PRN)	PRN
Glove	Atenolol 50 mg Tab	1-3 tablets by mouth daily	

Current Diagnosis:

Summary

The Patient Version uses a non-medical sig and displays additional educational materials (from Rx Detail.)

The Patient Face Sheet feature provides a summary of the patient's medications, allergies, diagnoses and demographics in a printable format. You may access this screen from the <Pt. Face Sheet> on the Compose Rx page. The patient's medication list is also listed. This list replaces terms such as "tid" with "three times a day," etc. for easier patient understanding.

To print this page choose <File>, <Print> and then select your desired actions on the use of the workflow and reporting functions of NewCrop Electronic Prescribing follow. This information also appears at the bottom of each page via the Help Screens. A summary is included in "How to Write a Prescription."

3.1 Maintain Pharmacy List

Select Dr./Staff
Compose Rx
Med Entry
Pt. Details
Pt. Notes
Diagnoses
Admin

Arizona Office James Glove MD
**Maintain Pharmacies
by Location**
Designated Dr/Prescriber: James Glove MD

Patient: **Fred K Harrison** DOB: **5/11/1976** Gender: **Male**
RXHUB: Formularies not automatically available - select healthplan manually.

This list is generated as pharmacies are selected for patients. To remove seldom used pharmacies, check boxes and click Delete. To correct a fax number, click the pharmacy name, enter the number and click Save.

[Add Pharmacy](#)

Delete Checked				
Delete	Name	Address	Phone	Fax
<input type="checkbox"/>	4 Rx 1	C St Eagle, VA 22602	333-444-4444	444-333-2222
<input type="checkbox"/>	Allen's Drugs	101 East Market Troy, IL 62294	618-667-6726	555-555-5555
<input type="checkbox"/>	CVS Pharmacy #6926	2653 NORTHTOWN WAY HIGHLAND, IL 62249	618-651-1016	618-654-8788
<input type="checkbox"/>	CVS Pharmacy #6930	701 S. ELM ST. GREENVILLE, IL 62246	618-664-0648	618-664-3798
<input type="checkbox"/>	FAMILY CARE PHARMACY	1108 BROADWAY HIGHLAND, IL 622491992	618-654-2323	
<input type="checkbox"/>	Longs Drug Store #278 0278	3667 Castro Valley Blvd Castro Valley, CA 94546	510-538-1227	555-555-5555
<input type="checkbox"/>	MEDICINE SHOPPE PHARMACY 1127	801 BROADWAY HIGHLAND, IL 62249	618-654-4446	
<input type="checkbox"/>	MEDICINE SHOPPE PHARMACY 1673	621 S SECOND ST GREENVILLE, IL 62246	618-664-0058	
<input type="checkbox"/>	PRESCRIPTIONS PLUS	450 W HANOVER NEW BADEN, IL 62265	618-588-3517	555-555-5555
<input type="checkbox"/>	PRESCRIPTIONS PLUS	523 TROY PLAZA TROY, IL 62294	618-667-2051	555-555-5555
<input type="checkbox"/>	RITE AID-1991 MOUNTAIN BLVD. 05952	1991 MOUNTAIN BOULEVARD OAKLAND, CA 94611-2812	510-339-2215	555-555-5555
<input type="checkbox"/>	Wal-Mart Pharmacy 435	12495 STATE RTE 143 Highland, IL 62249	618-654-2397	555-555-5555
<input type="checkbox"/>	Walgreen Drug Store 01309	110 Walnut St. Highland, IL 62249-1222	618-651-1204	555-555-5555
<input type="checkbox"/>	WATSONS DRUG STORE	214 W MAIN ST GREENVILLE, IL 622461736	618-664-3600	

Summary

Maintain Pharmacies shows each location's list of selected pharmacies. It can be built from here or allowed to accumulate as selected for each patient. Rarely used pharmacies can be deleted. Use this page to add pharmacies to the Location list, edit incorrect fax numbers, and delete seldom used pharmacies. You may reach this page by clicking on the link **<to add a pharmacy click here>** from the Transmit Page, or you may access this page from the Administrative Functions page.

The Location pharmacy list is automatically generated as pharmacies are selected for patients on the Transmit Page. You may also choose to add pharmacies from the Admin Page at set-up, to provide a starting selection list.

Search by for a new pharmacy by zip code, city, phone, name, or state. (Add a state for common names such as Riverside.) Note that a pharmacy name must be entered exactly. If you are not sure of spelling, use part of the name and add a street, if known.

To edit or add a fax number, click on the desired pharmacy, change the number and then click **<Save>**. To remove pharmacies, check the boxes on the left and click **<Delete>**.

3.2 Account Healthplan/Formulary List Page

Summary

Use the [Account Healthplan List](#) link to build and maintain your list of insurance and formularies. The list becomes a "pick-list" for each patient.

This page allows selection of the insurance plan formulary used by your account's patients. *If the account has the Medi-Media Formulary feature*, coverage status for each drug will be displayed, specific to the patient's insurance coverage. To accomplish this, health plans must be listed for the account and then assigned to each patient.

(If NewCrop is electronically linked with another application in the office such as practice management or patient record, health plans may be selected there as part of the patient set-up process.)

Once selected, the account's health plans and associated formularies are displayed as a drop-down list for each patient on the Patient Detail pages.

Formularies

Formularies are more specific than the insurance coverage. For instance, Blue Cross may provide a different formulary with each plan (i.e. PPO vrs. HMO.) In addition, coverage may differ by employer. Therefore, you must closely inspect the list of alternative formularies to find the one matching your patient's coverage as listed on their card or benefit information. One bit of good news: preferred drugs will generally be the same across formularies for a given health plan. (Unfortunately, there is no formulary index system. The group number may be of some help. Be sure and enter this as part of patient demographics.) Contact employer benefit managers for additional information.

Medicare formularies are now included: Part D. Handle these as you would an insurance plan formulary.

Building Your Account's Healthplan/Formulary List

To build your account list, start by clicking the [add additional health plans](#) link. You will see all health plans / formularies that include your state name. Use the "Add" check boxes to the left of the health plan / formulary name to select the ones you want and then click the **<Add to List>** button to start building your account list.

Next, use the Search box to find additional choices. Large employers may be listed nationally and do not appear by state: search the employer name. There are also national health plans and Medicare formularies that do not appear by state: search the plan's name.

Unable to Find a Healthplan?

If you cannot find the desired plan, try a different or shorter version of the name. Contact customersupport@newcroprx.com with the missing plan. Medimedia currently provides information for 3400 plans nationally and will endeavor to add any missing ones.

3.3 Patient Notes Page

Select Dr./Staff Compose Rx Med Entry Pt. Details **Pt. Notes** Diagnoses Admin

[Arizona Office](#) James Glove MD **Patient Notes** Designated Dr./Prescriber: **James Glove MD** [Printer Friendly](#)

Patient: **Fred K Harrison** DOB: **5/11/1976** Gender: **Male**

RXHUB: Formularies not automatically available - select healthplan manually. RXHUB: Formularies not automatically available - select healthplan manually.

Patient Note Entry

Patient needs to exercise regularly for an hour.

[Save Note](#)

Patient Notes

Patient needs to keep control over his diet.

Entered By: James Glove at location Arizona Office Phone: 7145556665 6/26/2009 7:41 AM Routine

[Welcome](#) [Tour](#) [Help](#) [Popup Help](#)

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Pre-production RT: 0.09375 20090626-07:41:04.707

The **Patient Notes** page provides a means of entering and storing patient information. To reach this page, select a patient on the Patient Select page and click **<Pt Notes>** on the Navigation Bar. To write a note, type in any information you choose. There is no set format. Your name and date/time of entry are automatically added to the note. Each note is added to the Patient Notes list with the most recent appearing first. No changes are possible once a note is **<Saved>**. Correct any error by writing a second note.

3.4 Patient Diagnosis Page

Arizona Office Pharm: 0 Fax: 9 Pend: 3 Your Customer's Account Name

Select Dr./Staff Compose Rx Med Entry Pt. Details Pt. Notes **Diagnoses** Admin

Arizona Office James Glove MD **Diagnosis** Designated Dr./Prescriber: James Glove MD

Patient: **Fred K Harrison** DOB: **5/11/1976** Gender: **Male**

RXHUB: Formularies not automatically available - select healthplan manually.

Current Diagnosis List

[Welcome](#) [Tour](#) [Help](#) [Popup Help](#)

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Pre-production RT: 0.046875 20090626-07:39:12.926

The **Patient Diagnosis** page displays diagnoses and past medical history. To add a diagnosis to the patient's **Current Diagnosis List** either select a diagnosis from the list displayed by clicking on the ICD9 code or enter at least the first three characters of the diagnosis and click **<Search>**. If you know the ICD9 code, you may enter it into the search box.

The search results will display below the search box. Click on the appropriate ICD9 code to select it. Doing so returns you to the Patient Diagnosis page with the selected ICD9 code and description entered in the appropriate boxes. You may then move down to the **Date of Onset** field. This field is pre-populated with the current date. You click on the box and overwrite today's date. If the exact date is not known or necessary, click on the **Check box if exact date not known** box.

In the **Treating Physician** box, the current doctor's name can be overwritten by clicking in the box and overwriting it with the appropriate physician's name.

Note: If the code you are searching for is not displayed, then you should change your search criteria and click **<Search>** again.

Once you have filled in the fields, click the **<Save>** button. This will add the diagnosis to the patient's list of current diagnoses. If you have finished searching for the diagnoses, you can click the **<Close List>** button which will display the patient's current diagnoses list and **Previous Diagnosis List**.

To move a current diagnosis to a prior diagnosis check the Move box associated with the chosen diagnosis and then click the **<Move to Prior Dx>** button. You may choose to move more than one at a time by selecting more than one checkbox.

Similarly, to move a previous diagnosis to the current diagnosis list, check the Move box associated with the chosen diagnosis and then click the **<Move to Current Dx>**. You may choose to move more than one at a time by selecting more than one checkbox.

In addition, you may type any Medical History for this patient in the **Past Medical History** text box by clicking in the white box and typing any desired information. Then click **<Save Notes>** to record the information. Any information entered and saved here will be displayed on the Face Sheet or Patient's Face Sheet which can be printed from the **<Admin>** page or from the **Compose Rx** page.

To print from the Admin page, click on the **<Admin>** tab. Under the Patients section, click on the **Face Sheet / Patient Face Sheet** link which takes you to the **Patient Face Sheet** page. Your patient's name will already be displayed. From here you can select the Face Sheet or Patient Face Sheet checkbox depending upon which format you want to print. Clicking the **Printer Friendly** link displays the Face Sheet in a new window. Choose **<Print>** from the Windows File menu to send the sheet to your network printer. Click on the **<X>** in the upper right hand corner of the new window to close the window and return to the Print Patient Face Sheet. To return to the Patient Diagnosis page click **<Patient Diagnosis>** on the Navigation bar. If you are done, click on any tab of the Navigation bar to go to another function or start another task.