

# E-Prescribing Portal Table of Contents

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# E-prescribing Portal Users Guide

## Information that carries over from the e-prescribing portal into Practice Director:

The screenshot shows the Practice Director interface for patient Bruce K. Paltrow. The top navigation bar includes: Main, Patient, Accounting, Claims, Products, Dispensary, EHR, Reporting, Administration, Help. Below this is a toolbar with icons for New, View, Edit, Delete, Scheduler, Patient, Invoice, Patient Pay, EHR, and Insurance Pay. The patient information section displays: Patient: Paltrow, Bruce K; Exam: Select an exam...; Date of Service: --; Alerts button; Age: 66; Birthdate: 02/01/1945; Last Exam Prior to Today: --. Three buttons are visible: Allergies (highlighted with a red box), Diagnoses, and Medications (highlighted with a red box). Below this is a tabbed interface with tabs: Exam Info, Patient History, Habitual Rx, Pretests, Patient Exam, Subj Refraction, Final Rx, DFE, Special Tests, Pharma Rx, Images, and Documents. The 'Exam Information' tab is currently selected.

Allergies that are entered into the e-prescribing portal will carry over into Practice Director in two places:

1. In the EHR module you can view the allergies by clicking on the “Allergies” button. Only active allergies will be displayed. When there are active allergies present the button’s text will be green.
2. In the Patient module on the “Allergies” tab active allergies will be displayed. When there are active allergies the tab’s text will be green. Active and inactive medications/prescriptions will show here. When there is data available the button’s text will be green.

Prescriptions and Medications that are entered into the e-prescribing portal will carry over into Practice Director in the EHR module. You can view them by clicking on the “Medications” button.

## Information that carries over from Practice Director into the e-prescribing portal:

The screenshot shows the Practice Director interface for patient Bruce K. Paltrow. The top navigation bar includes: Main, Patient, Accounting, Claims, Products, Dispensary, EHR, Reporting, Administration, Help. Below this is a toolbar with icons for New, View, Edit, Delete, Scheduler, Patient, Invoice, Patient Pay, EHR, and Insurance Pay. The patient information section displays: Patient: Paltrow, Bruce K; Exam: Select an exam...; Date of Service: --; Alerts button; Age: 66; Birthdate: 02/01/1945; Last Exam Prior to Today: 08/24/2011. Three buttons are visible: Allergies, Diagnoses (highlighted with a red box), and Medications. Below this is a tabbed interface with tabs: Exam Info, Patient History, Habitual Rx, Pretests, Patient Exam, Subj Refraction, Final Rx, DFE, Special Tests, Pharma Rx, Images, and Documents. The 'Exam Information' tab is currently selected.

Diagnoses that are entered into Practice Director through EHR exam records will populate in the Diagnoses window which you can view by clicking on the “Diagnoses” button. If there is data available the button’s text will be green.

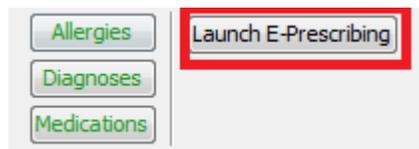
In the e-prescribing portal you will also see basic patient demographic information that is entered into Practice Director and pulled over by the e-prescribing portal.

- The patients full name, birth date, gender, and home phone number will be displayed in the e-prescribing portal as they are entered in Practice Director.
- The patient's zip code as entered into Practice Director will also be pulled over into e-prescribing but will not be displayed.
- The patient's zip code is used to obtain the patient's insurance and formulary information, which is discussed in detail in another section of this document.

Practice Information					
<u>Location:</u>	Practice Director Test2	<u>User:</u>	One Test PrescriberOne		
<u>Patient:</u>	<b>Sarah J Dirksen</b>	<u>DOB:</u>	10/26/1976	<u>Sex:</u>	Female
		<u>Pregnant:</u>	<input type="checkbox"/>		
<u>Phone:</u>	 (866) 595-1471	<u>Last Encounter:</u>	No last encounter	<input type="button" value="Encounter Today"/>	<a href="#">[Show Patient Encounters]</a>

## Launching Practice Director's e-Prescribing Portal

1. If you are not in the EHR module already go to the EHR Options> E-Prescribing or Ctrl + E
2. Verify the patient that is displayed is the patient you are intending to create and send prescription for
3. If not click the spyglass to search for the correct patient.
4. Click the "Launch E-Prescribing" button



5. If you are already in the EHR module and have a patient selected you can just click the "Launch E-Prescribing" button

## Basic Layout of the e-prescribing portal



**Practice Information**  
Location: Practice Director Test2 User: One Test PrescriberOne

Patient: **Sarah J Dirksen** DOB: 10/26/1976 Sex: Female Pregnant:  Breastfeeding:  Height: Weight: BSA:  
Phone: (866) 595-1471 Last Encounter: No last encounter Encounter Today [Show Patient Encounters]  
Pharmacy: CVS/pharmacy #0473 (C) (R) (E) - 1550 South St L, Lincoln, N... [View] [Change]  
Formulary: Not entered [Add] Patient Consent For MedHx  Yes  No [Show Activity]

Each time you launch ERx you will see the content in the above screen shot on each page.

## Prescribe Page

On the Prescribe page you can:

- Search for a drug or choose a favorite drug to create a prescription
- View and interact with the patients current medications list
- View and interact with any pending prescriptions the patient has
- View and interact with the patients allergies
- View the patients diagnoses



**Practice Information**  
Location: Practice Director Test2 User: One Test PrescriberOne

Patient: **Sarah J Dirksen** DOB: 10/26/1976 Sex: Female Pregnant:  Breastfeeding:  Height: Weight: BSA:  
Phone: (866) 595-1471 Last Encounter: No last encounter Encounter Today [Show Patient Encounters]  
Pharmacy: CVS/pharmacy #0473 (C) (R) (E) - 1550 South St L, Lincoln, N... [View] [Change]  
Formulary: Not entered [Add] Patient Consent For MedHx  Yes  No [Show Activity]



**Prescribe a Medication**  
Select Medication for Prescription  
Name: [Text Field] [Find] [Category Search]  
Favorites: -Choose a Favorite- [Use] [View/Edit]

**Medications** [Manage Medications]  
View: [Detail] [Min] [Medication History] **Actions:**  
Medication History is:  Unknown or Incomplete  Patient Takes No Medications [Medications Reviewed]  
None.

**Pending prescriptions for this patient:**  
None.  
**Note:** In the case of a pharmacy-related fax machine failure, we will contact your practice and inform you that it is necessary to call in the prescription to the pharmacy directly. If your office is closed or it is after business hours, we will notify your answering service.

**Current Allergies/Adverse Reactions** [Manage Allergies] **Problems** [View All Problems]  
[Allergies Reviewed] [Problems Reviewed]

Type	Code	Description
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## Manage Meds Page

On the Manage Meds page you can:

- Search for a drug or choose a favorite drug to add to the patients medication list
- View and modify the patients current medication list and medication history (Actions: Modify, Stop or Delete)
- If nothing has changed simply click Medications Reviewed

The screenshot shows the 'Manage Meds' page in the Practice Director E-Prescribing Portal. The top navigation bar includes 'Practice Director' and various menu items: 'Prescribe', 'Manage Allergies', 'Lab: Orders / Results(0)', 'Radiology: Orders / Results(0)', 'Pending Rx (0)', 'Rx Report', 'Options', and 'Return to EMR'. Below this, a secondary bar contains 'Manage Meds' (highlighted with a red box), 'Renewal Requests (0)', 'Med Hx', and 'Help'.

The main content area is titled 'Practice Information' and displays patient details for Sarah J Dirksen:
 

- Location:** Practice Director Test2
- User:** One Test PrescriberOne
- Patient:** Sarah J Dirksen, DOB: 10/26/1976, Sex: Female, Pregnant: , Breastfeeding:
- Phone:** (866) 595-1471
- Last Encounter:** No last encounter, with buttons for 'Encounter Today' and 'Show Patient Encounters'
- Pharmacy:** CVS/pharmacy #0473 (C) (R) (E) - 1550 South St L, Lincoln, N. (with 'View' and 'Change' links)
- Formulary:** Not entered (with 'Add' link)
- Patient Consent For MedHx:** Yes (selected), No (radio buttons), with a 'Show Activity' link.

Below the patient information is a 'Patient Advisor' section with tabs for 'Patient Scorecard', 'Patient Support', and 'Clinical Decision Support'.

The 'Patient Medication Report' section includes:
 

- A description: 'This screen is for viewing and modifying the patient's medication list, and adding medications that have been prescribed previously or elsewhere.'
- 'Add a Medication:' field with a 'Find' button.
- 'Favorites:' dropdown menu with '-Choose a Favorite-' and 'Add' and 'View/Update' buttons.

The 'Medication List for Sarah J Dirksen (DOB: 10/26/1976)' section contains a table with columns: Drug, Formula, Sig, Qty, Notes, Rf(s), Start Date, Last Fill Date, and Action. A red box highlights the 'Medications Reviewed' link and the 'Action' column for the listed medication.

Drug	Formula	Sig	Qty	Notes	Rf(s)	Start Date	Last Fill Date	Action
Durezol (difluprednate)	0.05% drops [Ophthalmic]	Apply 3 dropperful into affected eye every three hours as directed			No Rf			Modify Stop Delete

Below the table, there is a 'Hide Medication History' link and a note: 'This patient has no inactive medications.'

## Manage Allergies

This area functions much like the Manage Meds.

To add an allergy simply type the allergy and hit find or choose from the list of common allergy types.

If the patient has no known drug allergies type NKDA and find.

Returning patients be sure to click Allergies Reviewed if allergies remain the same as the previous years.

Practice Information

Location: Practice Director Test2      User: One Test.PrescriberOne

Patient:	<b>Sarah J Dirksen</b>	DOB:	10/26/1976	Sex:	Female	Pregnant:	<input type="checkbox"/>	Breastfeeding:	<input type="checkbox"/>	Height:	Weight:	BSA:
Phone:	<a href="tel:(866)595-1471">(866) 595-1471</a>	Last Encounter:	No last encounter	Encounter Today	<a href="#">[Show Patient Encounters]</a>							

Pharmacy: CVS/pharmacy #0473 (C) (R) (E) - 1550 South St.L, Lincoln, N... [\[View\]](#) [\[Change\]](#)

Formulary: Not entered [\[Add\]](#)
Patient Consent For MedHx  Yes  No [\[Show Activity\]](#)

PatientAdvisor    Patient Scorecard    Patient Support    Clinical Decision Support    ▶▶

Active/Current Allergies    Last reviewed by One Test PrescriberOne, 08/19/2014 01:47 PM EDT

Add an allergy to a medication or group.

Common Allergies:

-Select Common Allergy-
Add Common Allergy

Allergy:
Find

Done with Allergies
Display Full Medication Report

Allergies Reviewed  
 This patient has no known drug allergies (NKDA).

Inactive Allergies  
 This patient has no inactive allergies.

## Lab: Orders/Results and Radiology Orders/Results

Users may now create lab/radiology orders and obtain the results for those orders electronically. This added feature is of no cost to the practice.

This feature does not count towards Meaningful Use. Please see Meaningful Use documentation for steps on entering Lab and Radiology in Practice Director's Meaningful Use Document.

- Fill in the facility information and include the number of samples to be sent to the lab per month. Then click continue.
- You will then be prompted to confirm the submittal of the data to register with the labs.

Lab: Orders / Results(0)      Radiology: Orders / Results(0)

**Register Your Practice For Rcopia Labs**

Please enter the information about the Lab/Radiology facilities where you would like to send the orders. This information will be sent to the facilities.

Please Note: If you notice any discrepancies in the Practice Information below, please contact Practice Director at [support@practicedirector.com](mailto:support@practicedirector.com)

**Practice Information**

**Practice Name:** Practice Director Test2  
**Practice Address:** 123456 Anywhere St, Easton MB 21000  
**Practice Contact Person:** Last, First  
**Practice E-mail:** 123456789@none.com  
**Practice Phone:** (444) 444-4444  
**Number of Providers in Practice:** 3

**Lab/Radiology Facility 1** [\[Add Another\]](#)

\* **Facility Name:**   
 \* **Facility Contact Person:**   
 \* **Facility Contact E-mail:**  (example: abc@example.com)  
 \* **Facility Contact Phone:**  (example: 123-456-7890)  
 \* **# of Samples Sent to This Facility Per Month:**

**Please Confirm**

Are you sure you wish to submit this data to register with the labs?

**Please Note:** Upon clicking Yes, your request for connectivity will be submitted to the Lab and/or Radiology facility.

Please allow for up to two weeks for your request to be approved or denied.

If you wish to modify the submitted data in the future, you will need to contact Practice Director at [support@practicedirector.com](mailto:support@practicedirector.com)

Please click "No" to go back to the "Register a Practice" form and modify data.

## Renewal Requests

On the Renewal Requests page you can view and respond to any renewal requests that have been sent to your practice.

The screenshot displays the Practice Director interface. At the top, a navigation bar contains the Practice Director logo and several menu items: Prescribe, Manage Allergies, Lab: Orders / Results(0), Radiology: Orders / Results(0), Pending Rx (0), Rx Report, Options, and Return to. Below this, a secondary bar includes Manage Meds, RenewalRequests(0), Med Hx, and Help. The main content area shows 'Practice Information' for a user named 'One Test PrescriberOne'. Patient details for Sarah J Dirksen are listed, including DOB, sex, and contact information. A red box highlights the 'Messages' section, which contains a dropdown menu for 'View messages for' and the text 'You have no messages awaiting your review.' Overlaid on this box is the text 'Renewal Requests will appear here'.

## Pending Rx

When you click on “Pending Rx (X)” at the top of the page it will redirect you to the “Prescribe” page where interact with any pending rx’s the patient has. The number in parenthesis indicates how many pending rx’s that particular patient that is selected has. A pending rx is a prescription that has been created but HAS NOT been transmitted or printed.

The screenshot displays the Practice Director interface. At the top, a navigation bar contains the Practice Director logo and several menu items: Prescribe, Manage Allergies, Lab: Orders / Results(0), Radiology: Orders / Results(0), Pending Rx (0), Rx Report, Options, and Return to. Below this, a secondary bar includes Manage Meds, Renewal Requests (0), Pending Rx (0), Med Hx, and Help. The main content area shows 'Practice Information' for a user named 'One Test PrescriberOne'. Patient details for Sarah J Dirksen are listed, including DOB, sex, and contact information.

## Med Hx

On the Med Hx page you can obtain and interact with patient drug history.

**Note:** Certain information may not be available or accurate in this report, including items that the patient asked not be disclosed due to patient privacy concerns, over-the-counter medications, low cost prescriptions, prescriptions paid for by the patient or non-participating sources, or errors in insurance claims information. The provider should independently verify medication history with the patient.

**Note:** Medication history cannot be obtained without patient's consent. If the patient opts out, please set the flag "Patient Consent for MedHx" to No

**Practice Director** Prescribe Manage Allergies Lab: Orders / Results(0) Radiology: Orders / Results(0) Pending Rx (0) Rx Report Options Return to EMR  
 Manage Meds Renewal Requests (0) **Med Hx** Help

**Practice Information**  
 Location: Practice Director Test2 User: One Test PrescriberOne

Patient: **Sarah J Dirksen** DOB: 10/26/1976 Sex: Female Pregnant:  Breastfeeding:  Height: Weight: BSA:  
 Phone: (866) 595-1471 Last Encounter: No last encounter [Encounter Today] [Show Patient Encounters]

Pharmacy: CVS/pharmacy #0473 (C) (R) (E) - 1550 South St L, Lincoln, N... [View] [Change]  
 Formulary: Not entered [Add]

Patient Consent For MedHx  Yes  No [Show Activity]

**Patient Advisor** Patient Scorecard Patient Support Clinical Decision Support

**Medication Drug History for Sarah J Dirksen**  
 Note: Certain information may not be available or accurate in this report, including items that the patient asked not be disclosed due to patient privacy concerns, over-the-counter medications, low cost prescriptions, prescriptions paid for by the patient or non-participating sources, or errors in insurance claims information. The provider should independently verify medication history with the patient.  
 Note: Medication history cannot be obtained without patient's consent. If the patient opts out, please set the flag "Patient Consent for MedHx" to No

[Obtain New Data] for last 1 year [Return] to Patient Summary.

Select interval and press "Obtain New Data" to get Drug History.

Previous Drug History: none performed.  
 Note: Certain information may not be available or accurate in this report, including items that the patient asked not be disclosed due to patient privacy concerns, over-the-counter medications, low cost prescriptions, prescriptions paid for by the patient or non-participating sources, or errors in insurance claims information. The provider should independently verify medication history with the patient.  
 Note: Medication history cannot be obtained without patient's consent. If the patient opts out, please set the flag "Patient Consent for MedHx" to No

**Medications**  
 View: [Detail] [Mini] [Medication History] Actions: [Renew Selected] [Select All] [Select None] [Check Interactions for Selected]  
 Medication History is:  Complete  Unknown or Incomplete [Medications Reviewed] Last reviewed by One Test PrescriberOne, 08/19/2014 12:45 PM EDT  
 Durezol (difluprednate) 0.05% drops [Ophthalmic] : Apply 3 dropperful into affected eye every three hours as directed No Quantity NR by OTP  
 Actions: [Renew] [Prescribe] [Stop]

## Rx Report

The Prescription Report allows the user to manage all prescription activities in one convenient location. Through this section you can search per provider or by all providers for prescriptions that are in varies statuses. Once the report is generated you can choose to print this report and or make edits to the individual Rx's that are populated.

**Prescription Report**

Provider: All Providers  
 Patient:  All Patients  Current (Amy Malone)  
 Status:  All  Pending  Completed  Undeliverable

• Date boundaries apply only to completed prescriptions.

Drug Type:  Scheduled Only  Non-Scheduled Only  Both  
 Maximum: 100

Pending prescriptions for this patient:

Serial#	Dr/Staff	Name	Date	Status	Drug	Sig	Qty	Rf(s)	Action
<input checked="" type="checkbox"/> DEV-1405767	FP	Danielle D Downs	06/11/2014	pending <a href="#">WARNING</a>	Restasis (cyclosporine) 0.05% dropperette [Ophthalmic]	1 drop into affected eye twice a day	1	none	<a href="#">Modify</a> <a href="#">Delete</a> <a href="#">Favor</a>

## Options

Under options a user can edit favorites lists, pharmacy data, print reports such as activity, drug, pharmacy etc. This area is for all things administrative. **Please refer to Meaningful Use report within Practice Director for the most accurate and up-to-date calculations for attestation. Not the MU reports in this window.**

Practice Director

Prescribe Manage Allergies Lab: Orders / Results(0) Radiology: Orders / Results(0) Pending Rx (0) Rx Report **Options** Return to EMR  
 Manage Meds Renewal Requests (0) Med Hx Help

Patient Advisor Patient Scorecard Patient Support Clinical Decision Support

**Additional Options**

- [Change Password](#): Change your signature password
- [Favorite Prescription](#): Add or modify commonly used prescriptions
- [Manage My Agents](#): List, authorize, or revoke privileges of my Provider Agents
- [Patient Advisor Preferences](#): Set default options for yourself
- [Pharmacy Data](#): add or modify the practice pharmacy list.
- [Preferences -- user](#): set Practice Director E-Prescribe options for yourself.
- [Preferences -- location](#): set Practice Director E-Prescribe options for your practice.
- [Activity Report](#): print a record of all recent prescription activity for your practice.
- Audit Reports:
  - [Patient Data Audit](#)
- [Drug Report](#): see what patients are taking a given drug.
- [Decision Report](#): examine safety and formulary choices for your practice.
- [MU Stage 1 Report](#): View your status for Stage 1 Meaningful Use Objectives.
- [MU Stage 2 Report](#): View your status for Stage 2 Meaningful Use Objectives.
- [Periodic Report](#): note recent prescription activity for this provider.
- [Pharmacy Report](#): display entire practice pharmacy list for printing.
- [Provider Agent Report](#): Show provider agents enabled by providers

Help Clicking on “Help” will take you to e-prescribes help site which will open up in a separate page

## Return To EMR

This button will close the current page and patient you are working with.

## Pharmacies

The pharmacy listed in the drop down underneath the patients name towards the top of the page is the patients default pharmacy. This is the pharmacy that will be used on prescriptions by default unless another pharmacy is selected for that specific prescription during the prescribing process.

You can change the patients' pharmacy by selecting another option from the drop down. If you want to make the patients default pharmacy something that is not found in the drop down click "Change". After you click "change" you then have the opportunity to search for any pharmacy you want to add as your patients default pharmacy.

**Patient:** Amy Malone      **DOB:** 12/07/1979      **Sex:** Female      **Pregnant:**   
**Phone:** (402) 123-4567      **Last Encounter:** No last encounter      **Encounter Today**      [\[Show Patient Encounters\]](#)  
**Pharmacy:** CVS/pharmacy #4033 (C) (R) (E) - 5611 SOUTH 27TH STREET, LIN...      [View](#)      [\[Change\]](#)  
**Formulary:** Not entered      [\[Add\]](#)

Patient Advisor      Patient Scorecard      Patient Support      Clinical Decision Support

**Patient Pharmacy Information**

Click on a pharmacy name to select that pharmacy for this patient.

**Codes:** (E): accepts electronic prescriptions      (C): accepts EPCS prescriptions      24: is open 24 hours  
 (MO): mail order      No Fax: does not accept faxes at all      (Elig): requires eligibility  
 (R): Retail      (LTC): Long Term Care      (SP): Specialty

**List:**       Favorite List       Practice List       All lists

**Name:**       **City:**   
**State:** DC      **Address:**   
**Phone:**       **Zip:**   
**Fax:**       **24 hours:**

**Pharmacy Type:**       Retail       Specialty       Long Term Care  
**EPCS Enabled:**            [All Mail Order](#)

After you clicked "Change", a "Patient Pharmacy Information" search area will be available. Mail order pharmacies that you could send to for the patient are automatically shown if the patient is in the PMB history database.

Below the mail order pharmacy listing is three radio buttons. Whichever radio is selected is what list you will be searching through to find a pharmacy based on your search criteria.

- The Favorite List only contains pharmacies that you have added to your Favorite Pharmacies list. If you search for a pharmacy that is not on your favorite list and you have the favorite list radio selected your search will return no results.
- The same applies for the “practice list” which contains all of the pharmacies in the first three numbers of your practice’s zip code.
- Searching for a pharmacy from “All Lists” is the recommended way to search, that way your results are not limited to the contents of the list as the “All Lists” contains all pharmacies.

**To search for a pharmacy:** Select a list > enter in search criteria > click “Find”.

The “Add a new pharmacy to the practice list” option: After you click this you can manually enter information about a pharmacy that you were unable to find by searching (i.e. pharmacy is new and has not been added to the pharmacy database).

After you have entered in some search criteria and clicked “find” the page will load the search results.

The screenshot displays the Practice Director interface. At the top, there is a navigation bar with links: Prescribe, Manage Meds, Pending Rx (0), Renewal Requests (10), PBM Hx, Options, Help, and Return to EMR. Below this is a 'Practice Information' section showing 'Practice: Practice Director test' and 'User: PracDirector Doctor'. The 'Patient' section includes details for Bruce K Paltrow, including height, weight, BSA, DOB (02/01/1945), gender (Male), phone number, and last office visit. A 'Pharmacy' dropdown is set to 'Handy's Pharmacy - 999 Under Way, Philadelphia, PA'. The 'Patient Pharmacy Information' section provides instructions and a list of pharmacies. Two pharmacies are highlighted with a yellow background and have their checkboxes checked: 'Walgreens Drug Store 00515' and 'Walgreens Drug Store 06884'. Below this, 'Mail Order Pharmacies' are listed, including 'Invisible, MD' and 'HITE MAIL SERVICE PHARMACY'. At the bottom, there are buttons for '[Select All]', '[Select None]', and two red-bordered buttons: 'Add all selected pharmacies to Favorites List.' and 'Add all selected pharmacies to Practice List.'

Leave the boxes checked for the pharmacies that you want (uncheck the boxes for the pharmacies you don't want) and then:

- Click “Add all selected pharmacies to favorites list” or “Add all selected pharmacies to practice list” at the bottom of the search results list.
- You can use the “Select all” and “select none” options to check or uncheck the entire search results list.
- You can also add a pharmacy to your favorite list by clicking “favor” below the name of the pharmacy.

You will notice that there is an (E) listed in between the pharmacy name and address. This means that this pharmacy accepts electronic prescriptions. If this symbol is not there it means the pharmacy does not accept electronic prescriptions but does accept fax prescriptions.

You are able to select and send prescriptions to non-electronic pharmacies the same way you select and send a prescription to an electronic pharmacy. There is no change in the process for you as a user. All needed changes are done in the background. When you send to a non-electronic pharmacy your prescription will get re-routed to Dr. First and Dr. First will fax it to the selected pharmacy on your behalf.

\*Note: Sending to a non-electronic pharmacy does not count towards certain measures of the Meaningful Use Incentive Program. They also do not count towards the MIPPA e-prescribing incentive program as they end up getting faxed which is not electronic.

### **Reviewing and Managing Patient Allergies**

Allergies are viewable on the Prescribe page and the Med Hx page and are modifiable from the prescribe page and the manage allergies page. You can add a time and date stamp to indicate that you have reviewed the patients' allergies regardless of whether or not changes are made by clicking the “Allergies Reviewed” option.

You can also indicate that the patient has no known drug allergies (NKDA). You will only have this option if you have never interacted with patients allergies in e-prescribing before.

Before you can prescribe a med for a patient you must address the patient's allergies either by indicating that the patient has no known drug allergies or add allergies for the patient.

**Current Allergies/Adverse Reactions** [Add/View Allergies]  
[Allergies Reviewed] Last reviewed by PracDirector Doctor, 08/24/2011 05:26 PM EDT  
[No known drug allergies (NKDA)]

**Active/Current Allergies**

**You must first enter allergy information, or indicate 'No Known Drug Allergies (NKDA)', before prescribing medications.**

**Add an allergy to a medication or group.**  
Common Allergies:  
-Select Common Allergy-   
Allergy:    
 [Display Full Medication Report](#)

Allergies Reviewed  
No allergy data has been entered for this patient.

**To add an allergy for a patient:**

Click on "Manage Allergies" and you will see the following screen:

**Active/Current Allergies** **Last reviewed by PracDirector Doctor, 08/24/2011 05:26 PM EDT**

**Add an allergy to a medication or group.**  
Common Allergies:  
-Select Common Allergy-   
Allergy:    
 [Display Full Medication Report](#)

Allergies Reviewed  
This patient has no known drug allergies (NKDA).

There will be a non-editable pre-populated list of common allergies that you can select from and then click the "Add Common Allergy" button.

**Add Allergy**

Allergy aspirin

Reaction

Onset Date

Then you will be able to select a reaction from the drop down or type in a reaction and any note in the corresponding fields and then indicate an Onset Date if you want. Once you are done adding information about this allergy for the patient click the "Add" button.

**Active/Current Allergies** Last reviewed by PracDirector Doctor, 08/24/2011 05:26 PM EDT

Add an allergy to a medication or group.

Common Allergies:  
 -Select Common Allergy-

Allergy:

[Display Full Medication Report](#)

**Allergies Reviewed**

Allergy	Reaction	Date Entered	Action
aspirin	unspecified	08/25/2011	<a href="#">[Modify]</a> <a href="#">[Inactivate]</a>
Sulfa (Sulfonamide Antibiotics) Group	unspecified	08/25/2011	<a href="#">[Modify]</a> <a href="#">[Inactivate]</a>

You will see the allergy added to the patients list of current allergies.

**You can also add an allergy by searching for it:**

- Type in the name of the allergy in the “Allergy” field and click the “Find” button. In the screen shot below “Sulfa” was searched for.
- You will see a list of search results starting with a “Free Text” allergy that you can select.
- Any “free text” allergies that are selected and added to the patients’ allergy list will not be included in any drug interaction checks.
- Do not use “free text” if you are attesting for Meaningful Use.

**Active/Current Allergies** Last reviewed by PracDirector Doctor, 08/24/2011 05:26 PM EDT

Add an allergy to a medication or group.

Common Allergies:  
 -Select Common Allergy-

Allergy:

**Enter free text 'sulfa' as allergy**

[Sulfa \(Sulfonamide Antibiotics\) Group](#)  
[Sulfac \(sulfacetamide sodium\) \[Sulfa \(Sulfonamide Antibiotics\) Group , Drugs Containing Sulfonamide Moiety Group \]](#)  
[sulfacet sod.sulf.urea.mer.ti \[Titanium Analogues Group , Sulfa \(Sulfonamide Antibiotics\) Group , Sulfur, Elemental Group , Urea Group , Drugs Containing Sulfonamide Moiety Group \]](#)  
[sulfacet sod.sulfur.witch haz \(SE 10-5 SS\) \[Sulfa \(Sulfonamide Antibiotics\) Group , Hamamelis Leaf \(Witch Hazel Leaf\) Group , Sulfur, Elemental Group , Drugs Containing Sulfonamide Moiety Group \]](#)  
[Sulfacet-R \(sulfacetamide sodium-sulfur\) \[Sulfa \(Sulfonamide Antibiotics\) Group , Sulfur, Elemental Group , Drugs Containing Sulfonamide Moiety Group \]](#)  
[sulfacetamd-sulfr-skncInsr10 \(Rosaderm\) \[Sulfa \(Sulfonamide Antibiotics\) Group , Sodium Lauryl Sulfate Group , Sulfur, Elemental Group , Propylene Glycol Group , Drugs Containing Sulfonamide Moiety Group \]](#)  
[sulfacetamd-sulfr-skncInsr10 \(Rosanil\) \[Sulfa \(Sulfonamide Antibiotics\) Group , Sodium Lauryl Sulfate Group , Sulfur, Elemental Group , Propylene Glycol Group , Drugs Containing Sulfonamide Moiety Group \]](#)  
[sulfacetamide sod.sulfur-urea \[Sulfa \(Sulfonamide Antibiotics\) Group , Sulfur, Elemental Group , Urea Group , Drugs Containing Sulfonamide Moiety Group \]](#)  
[sulfacetamide sodium \[Sulfa \(Sulfonamide Antibiotics\) Group , Drugs Containing Sulfonamide Moiety Group \]](#)  
[sulfacetamide sodium \(Ovace Plus\) \[Sulfa \(Sulfonamide Antibiotics\) Group , Drugs Containing Sulfonamide Moiety Group \]](#)  
[sulfacetamide sodium \(Ovace Plus Wash\) \[Sulfa \(Sulfonamide Antibiotics\) Group , Drugs Containing Sulfonamide Moiety Group \]](#)  
[sulfacetamide sodium \(Seb-Prev\) \[Sulfa \(Sulfonamide Antibiotics\) Group , Drugs Containing Sulfonamide Moiety Group \]](#)  
[sulfacetamide sodium \(Ovace\) \[Sulfa \(Sulfonamide Antibiotics\) Group , Drugs Containing Sulfonamide Moiety Group \]](#)  
[sulfacetamide sodium \(Ovace\) \[Sulfa \(Sulfonamide Antibiotics\) Group , Drugs Containing Sulfonamide Moiety Group \]](#)  
[sulfacetamide sodium \(Seb-Prev\) \[Sulfa \(Sulfonamide Antibiotics\) Group , Drugs Containing Sulfonamide Moiety Group \]](#)  
[sulfacetamide sodium \[Sulfa \(Sulfonamide Antibiotics\) Group , Drugs Containing Sulfonamide Moiety Group \]](#)  
[sulfacetamide sodium \(Ovace Plus Shampoo\) \[Sulfa \(Sulfonamide Antibiotics\) Group , Drugs Containing Sulfonamide Moiety Group \]](#)  
[sulfacetamide sodium \(acne\) \[Sulfa \(Sulfonamide Antibiotics\) Group , Drugs Containing Sulfonamide Moiety Group \]](#)  
[sulfacetamide sodium-sulfur \[Sulfa \(Sulfonamide Antibiotics\) Group , Sulfur, Elemental Group , Drugs Containing Sulfonamide Moiety Group \]](#)

[More...](#)

Click on the specific allergy you want to add to the patients' allergy list and you will have the same options to specify a reaction and an onset date as noted above. Once you are done interacting with the patients' allergy list click the "Done with allergies" button and you will be taken back to the "Prescribe" page.

### **To edit an allergy:**

- On the "Prescribe" page click on the "Manage Allergies" link in the Allergy display area
- Then you will be taken to the patients "Active/Current Allergies" page
- There is an "Action" column on the right side of the patients' allergies list
- Click on the "Modify" option and you will be taken to a page where you can edit the reaction, notes, and the onset date
- Click the "Change" button once you are done

### **To inactivate an allergy:**

- On the "Prescribe" page click on the "Manage Allergies" link in the Allergy display area
- Then you will be taken to the patients "Active/Current Allergies" page
- There is an "Action" column on the right side of the patients' allergies list
- Click on the "Inactivate" option
- The page will reload to display the allergy under an "Inactive Allergies" header along with the patients' active/current allergy list

## **Managing A Patients Medication List**

From the Prescribe page you can interact with the patients' current medication list.

You can view:

- Detail-This will take you to a detailed medication report (screen shot below) that will show you complete information about the patients' demographics, active and inactive allergies and medications, problems/diagnoses, and default pharmacy that opens up in a separate page.  
Detailed Medication History Report:

**Detailed Medication and Allergy Report for Bruce K Paltrow**

Date of Birth: 02/01/1945  
 Responsible Provider: None  
 Practice Director Test  
 9420 Key West Ave, Rockville MD 20850  
 Tel. (888) 271-9898 Fax. (888) 271-9897

**Active/Current Allergies**  
 This patient has no known drug allergies (NKDA).

**Inactive Allergies**

Allergy	Reaction	Date Inactivated
aspirin	urticaria (hives): unspecified	08/25/2011
Sulfa (Sulfonamide Antibiotics) Group	unspecified	08/25/2011

**Active Medications**

Drug	Formula	Sig	Qty	Notes	Rfl(s)	Start Date	Last Fill Date
Durezol (difluprednate)	0.05% Drops [Ophthalmic]	1 drop into affected eye every two hours while awake	1 bottle		No Rfl	08/23/2011(stop on 09/04/2011)	08/23/2011
Isopto Atropine (atropine)	1% Drops [Ophthalmic]	1 drop into affected eye every twelve hours	1 bottle		No Rfl	08/23/2011(stop on 08/30/2011)	08/23/2011

**Medication History**

Drug	Formula	Sig	Qty	Started	Stopped	Reason Stopped
Refresh Dry Eye Therapy (polysorbate 80-glycerin)	1-1% Drops [Ophthalmic]	1-2 drop into affected eye	1 bottle	08/23/2011	08/24/2011	Completion of Therapy
Viroptic (trifluridine)	1% Drops [Ophthalmic]	1 drop into both eyes four times a day	1 bottle	08/23/2011	08/24/2011	Completion of Therapy
Zyrtec Itchy Eye Drops (ketotifen fumarate)	0.025% Drops [Ophthalmic]	2 drop into affected eye	1 bottle	08/23/2011	08/24/2011	Completion of Therapy
gentamicin	0.3% (3 mg/g) Ointment [Ophthalmic]	1-2 drop into affected eye	1 tube	08/23/2011	08/24/2011	Completion of Therapy
Cyclomydril (cyclopentolate-phenylephrine)	0.2-1% Drops [Ophthalmic]	1 drop into both eyes four times a day	1 bottle	08/23/2011	08/24/2011	Completion of Therapy
Sulfamide (sulfacetamide sodium)	10% Drops [Ophthalmic]	2 drop into affected eye twice a day	1 bottle	08/23/2011	08/24/2011	Completion of Therapy
Systane Ultra (peg 400-propylene glycol)	0.4-0.3% Drops [Ophthalmic]	1-2 drop into affected eye	1 bottle	08/23/2011	08/24/2011	Completion of Therapy
Patanol (olopatadine)	0.1% Drops [Ophthalmic]	2 drop into affected eye twice a day	1 bottle	08/23/2011	08/24/2011	Completion of Therapy

**Problems**  
None.

**Default Pharmacy:** Handy's Pharmacy  
 999 Under Way, Philadelphia, PA 19103  
 Phone: 2159260378 Fax: 2159265555

- Mini-This will take you to a limited overview of the patients' current allergies, current medications, problems, default pharmacy that opens up in a separate page. Mini Medication History Report:

**Bruce K Paltrow** (DOB: 02/01/1945)  
 Practice Director Test  
 9420 Key West Ave, Rockville MD 20850  
 Tel. (888) 271-9898 Fax. (888) 271-9897

**Default Pharmacy:** Handy's Pharmacy  
**Allergies:** No known drug allergies (NKDA)  
**Medications:**  
 Durezol (difluprednate) (0.05% Drops [Ophthalmic]) 1 drop into affected eye every two hours while awake  
 Isopto Atropine (atropine) (1% Drops [Ophthalmic]) 1 drop into affected eye every twelve hours  
**Diagnoses:** None.

Generated by Practice Director Practice Director E-Prescribe on 08/25/2011.  
 See [https://radium.drfirst.com/pl\\_index.jsp](https://radium.drfirst.com/pl_index.jsp) for more information.

- Medication History-This will take you directly to the Med Hx page, which is also discussed in detail in this document

You can take different actions for the medication list as a whole:

- Renew Selected- allows you to renew the drugs that have a check in the checkboxes to the left of the drug name. It will take you through the standard renewal process, which is also discussed in detail in this document
- Select All-puts a check in the checkboxes to the left of the drug name to quickly select multiple items on the list to take a specific action on. The checkboxes are checked by default.
- Select None-un-checks all the checkboxes to the left of the drug name on the list to quickly deselect multiple items on the list that you do not want to take a specific action on.
- Check Interactions for Selected-This will take you to a page that will display contraindications of the listed drug with other drugs, allergies, and problems the patient has recorded in the system, along with any age-based contraindications.

You can indicate that the patients' medication history is:

- Complete
- Unknown or Incomplete

You can click the "Medications Reviewed" link which will add a time and date stamp to the top of this section to indicate or update when you last reviewed and/or modified the patients' medication list.

You can take different actions for the individual items on the medication list:

- Renew- If you are renewing a prescription it will just add an identical drug with the same sig, quantity, and refill amount to the pending prescriptions list for the patient. If you are renewing a medication that you have not yet prescribed it will take you to the sig information page that you will need to populate first before adding it to the pending prescriptions list.
- Prescribe-This will take you through the normal prescribing process which is discussed in detail in another section of this document, but without having to search for the particular drug as it is already on the patients' medication list.
- Stop-If you are stopping a medication or prescription you will be able to enter in a date stopped a reason for stopping, and notes. After you stop the prescription it will only be viewable on the detailed medication report which was discussed earlier in this document

Stopping a Medication

Stopping Durezol (difluprednate) 0.05% Drops [Ophthalmic] 1 drop, started 08/23/2011.

Date Stopped: Aug 25 2011

Reason for stopping: Completion of Therapy

Notes:

Also cancel the last prescription written for this medication:  
DEV-786026, completed 08/23/2011 for Durezol (difluprednate) 0.05% Drops [Ophthalmic], Dispense \*\* 1 \*\* (one) bottle, Refills: None

Stop Medication Cancel

If you want to add to the patients' current medications list, delete a medication off of the list, or change the sig information of a medication you will need to click the "Manage Meds" link at the top of this section or click on the "Manage Meds" link at the top of the page on the main header.

[Medications](#) [Manage Medications](#) [View: \[Detail\] \[Mini\] \[Medication History\]](#) [Actions](#) [\[Renew Selected\]](#) [\[Select All\]](#) [\[Select None\]](#) [\[Check Interactions for Selected\]](#)  
 Medication History is:  Complete  Unknown or Incomplete [\[Medications Reviewed\]](#)  
 amoxicillin 250 mg capsule : 1 capsule by mouth twice a day Disp. 14 NR by OTP  
 Actions: [\[Renew\]](#) [\[Prescribe\]](#) [\[Stop\]](#)

## Manage Meds Page:

**Patient Medication Report**  
 This screen is for viewing and modifying the patient's medication list, and adding medications that have been prescribed previously or elsewhere.

**Add a medication:**  
 coumadin   
 Favorites: amoxicillin 500 mg Capsule 1 every eight hours #30 [F]

**Medication List for Bruce K Paltrow (DOB: 02/01/1945) Last reviewed by PracDirector Doctor, 08/25/2011 10:05 AM EDT**  
[Display Detailed Medication Report](#) [Medications Reviewed](#)

Drug	Formula	Sig	Qty	Notes	Rfl(s)	Start Date	Last Fill Date	Action
Durezol (difluprednate)	0.05% Drops [Ophthalmic]	1 drop into affected eye every two hours while awake	1 bottle		No Rfl	08/23/2011	08/23/2011	<a href="#">Delete</a> <a href="#">Modify</a> <a href="#">Stop</a>
Isopto Atropine (atropine)	1% Drops [Ophthalmic]	1 drop into affected eye every twelve hours	1 bottle		No Rfl	08/25/2011	08/23/2011	<a href="#">Delete</a> <a href="#">Modify</a> <a href="#">Stop</a>

[Show Medication History](#)

From the Manage Meds page you can also view the detailed medication report as well as indicate that the patients medications have been reviewed, both of which were discussed earlier in this section.

**Patient Advisor** Patient Scorecard Patient Support Clinical Decision Support

**Patient Medication Report**  
 This screen is for viewing and modifying the patient's medication list, and adding medications that have been prescribed previously or elsewhere.

**Add a Medication:**    
 Favorites: -Choose a Favorite-

**Medication List for Amy Malone (DOB: 12/07/1979)**  
[Display Detailed Medication Report](#) [Mini Report](#) [Medications Reviewed](#)

Drug	Formula	Sig	Qty	Notes	Rfl(s)	Start Date	Last Fill Date	Action
amoxicillin	250 mg capsule	1 capsule by mouth twice a day	14 capsule		No Rfl			<a href="#">Modify</a> <a href="#">Stop</a> <a href="#">Delete</a>

[Hide Medication History](#)  
 This patient has no inactive medications.

You can add a medication to the patients list either by selecting a drug from the "Favorites" dropdown and then clicking the "Add" button. Or you can add a medication to the patients list by searching for it in the "Add a medication" field and then clicking the "Find" button.

After you search for the drug you want to add to the patients' medication list your search results page will look similar to this screen shot:

On the search results page you have the opportunity to search for a different drug by typing it in the “Name” field and then clicking the “Find” button.

The first result in your search results list will always be “Use free text “name of drug””. Just like the free text allergy search result discussed earlier in this document, a free text drug that is selected and added to the patients current medications list will not be included in any drug interaction checks. **Free text will not calculate for Meaningful Use.**

After you select a drug from the search results list you will see the “Enter Details” page.

This is where you can specify information on how the patient is taking the drug if you choose to collect and record that information. None of the fields on this page are required.

Once you are done with this page click the “Continue” button. The Manage Meds page will reload and you will see your drug added to the patients’ medication list.

Medication List for Bruce K Dakrow (DOB: 02/04/1946)

[Display Detailed Medication Report](#) [Medications Reviewed](#)

Drug	Formula	Sig	Qty	Notes	Rfl(s)	Start Date	Last Fill Date	Action
Durezol (difluprednate)	0.05% Drops [Ophthalmic]	1 drop into affected eye every two hours while awake	1 bottle		No Rfl	08/23/2011(stop on 09/04/2011)	08/23/2011	<a href="#">Delete</a> <a href="#">Modify</a> <a href="#">Unstop</a> <a href="#">Stop</a>
Isopto Atropine (atropine)	1% Drops [Ophthalmic]	1 drop into affected eye every twelve hours	1 bottle		No Rfl	08/23/2011(stop on 08/30/2011)	08/23/2011	<a href="#">Delete</a> <a href="#">Modify</a> <a href="#">Unstop</a> <a href="#">Stop</a>

[Show Medication History](#)

To see inactive medications click the “Show Medication History” link. You can also take the following actions:

- Delete-This will remove it from this patient’s record entirely
- Modify-This will take you to the “Enter Details” page where you can edit the sig
- Unstop-This option is only available for prescriptions, not for medications. When you create a prescription a “stop date” is automatically calculated based on the sig information and displayed on the Medication List after the Start Date in parentheses. Clicking “Unstop” will remove the stop date.
- Stop-This will move the medication to the patients Inactive Meds/Medication History list

From the Medication History list you can also take the following actions:

Medication List for Amy Malone (DOB: 12/07/1979)

[Display Detailed Medication Report](#) [Mini Report](#) [Medications Reviewed](#)

Drug	Formula	Sig	Qty	Notes	Rfl(s)	Start Date	Last Fill Date	Action
captopril	25 mg tablet	Take 1 tablet by mouth three times a day as directed	90 tablet		1			<a href="#">Modify</a> <a href="#">Stop</a> <a href="#">Delete</a>

[Hide Medication History](#)

Drug	Formula	Sig	Qty	Started	Stopped	Reason Stopped	Action
amoxicillin	250 mg capsule	1 capsule by mouth twice a day	14 capsule		08/20/2014	Completion of Therapy	<a href="#">Restart</a> <a href="#">Prescribe</a> <a href="#">Renew</a> <a href="#">Delete</a>

- Delete- This will remove it from this patient’s record entirely
- Restart-This will move it back to the patients’ current medications list
- Prescribe-This will take you through the normal prescribing process for the selected drug which is detailed further in this document
- Renew-This will take you through the normal renewal process for the selected drug which is detailed further in this document.

### Creating a Prescription

To prescribe a medication you will first need to go to the “Prescribe” page. Once there you can select a drug in one of two ways:

**Prescribe a Medication**  
 Select Medication for Prescription  
 Name:     
 Favorites:

- Choose a drug from the Favorites drop down and then click the “Use” button. Information on how to create a favorite drug list is discussed further in this document. After you select a drug from the Favorites list the drug will automatically be added as a pending prescription for this patient if it has enough information. You can edit the prescription by clicking the “Modify” link next to the drug on the patients pending prescriptions list. If there is not enough information entered about the favorite drug you will be taken to the “Enter Details” page where you can fill in the sig information. This page will already be populated for you based on how you set up the drug when you added it to your Favorite Drugs list. You can change the sig page information based on this patients individual needs without it affecting how you have the drug set up on your Favorites list.

OR

- Search for a medication that you want to prescribe by typing in the name of the drug in the “Name” field and then clicking the “Find” button. The page will reload and your search results will populate in the “Prescribe a Medication” section below the Favorites dropdown.

**Prescribe a Medication**  
 Select Medication for Prescription  
 Name:     
 Favorites:     
 Use free text 'patanol'  
 Patanol (olopatadine) (F)  
 0.1% Drops [Ophthalmic] [5.0ml]

The first search result you will be presented with is “Use free text “name of drug””. If the “free text” option is selected to be prescribed it will not be included in any of the drug interaction checks as mentioned earlier in this document regarding medications and allergies. **This will also not calculate for Meaningful Use.**

Select a drug off of the search results list that you want to prescribe for the patient and you will be taken to the “Enter Details” page where you can fill out sig information about this specific prescription.

If you have prescribed this drug in the past for any other patient even if it is not on your favorites list the fields on this page will be already be populated for you in the way you last wrote a prescription for this drug.

**Enter Details - Oral/Topical Drugs**

**Provider:** Doctor, PracDirector

**Pharmacy:** CVS/pharmacy #8294 (4800 O STREET LINCOLN NE) [Change] [Remove]

**Drug:** Patanol (olopatadine) 0.1% Drops [Ophthalmic]  
Apply 2 drop into affected eye BID #1 R# PRN

**Sig:** Apply 2 drop into affected eye BID #1 R# PRN

**Duration:** 30 days

**Quantity:** 1 bottle

**Refills:** PRN

**Directions to Pharmacist:** Substitution permitted

**Directions to Patient:**

**Primary Dx:**

**Secondary Dx:**

**Comments (For office use only; will not appear on prescription):**

[Continue] [Change Drug] [Cancel]

- **Provider:** This is the provider that will appear on the prescription
- **Pharmacy:** This defaults to the patients default pharmacy. If you change the pharmacy here it only changes it for this individual prescription and does not change the patients default pharmacy. The pharmacy drop down will contain other pharmacies used for this patient in the past. You can also select a different pharmacy for this prescription not available in the pharmacy drop down by clicking the "Change" link.
- **Mail Order:** If the selected patient is found in the Med Hx database you will be able to select a mail order pharmacy to submit this prescription to instead of a non-mail order pharmacy. If the patient is not found in the Med Hx database the only way you can submit the prescription to the mail-order pharmacy would be to fax the prescription to them.
- **Drug:** If the selected patient is found in the Med Hx database you will be able to see the formulary status of the selected drug in parentheses next to the drug name.
- **Sig:** Information on how the prescription should be taken
- **Duration:** How long the patient should take the specified dose for.
- **Quantity:** How much of the drug should be packaged for the patient and in what form of packaging it should be dispensed in.
- **Refills:** How many times the patient is able to get another supply of the drug from the the same prescription without needing provider authorization.
- **Directions to Pharmacist:** Selecting "Substitutions Permitted" or "Dispense As Written" from the drop down will instruct the pharmacist on what specific formulary to give the patient. There is also an area where you can type in any additional information you would like to communicate with the pharmacist about this prescription. An example would be compounding instructions if this is to be a compound drug. A rule of thumb for this field is do not put in any information that the patient must see as it is not guaranteed that the pharmacist will communicate this information to the patient, and also do not put in any information that you wouldn't want the

patient to see as it is not guaranteed that the pharmacist will not communicate this information to the patient.

- Directions to Patient: Put any additional information you would like to communicate to the patient as it does appear on the label of the prescription. This could be additional information on how to take the drug like tapering instructions, a notification to make an appointment with the provider, a notification for the patient to contact the office if symptoms worsen or do not improve, etc.
- Primary Dx/Secondary Dx: These fields are not required and are only there only rare chance that you are working with a drug that requires a diagnosis to be submitted along with the prescription. This is not the norm and is very uncommon so most of the time you are able to skip over these two fields entirely.
- Comments: These will be visible on the patients' medication list associated with this drug.

Click "Continue" and you will be taken to the "Review Prescription" page where you can make sure it is going to the right pharmacy, that the prescription instructions are correct, and where you are also able to enter in a stop date or add this drug to your Favorite Prescriptions list in addition to prescribing it for this patient.

**Review Prescription**

Please review your prescription for accuracy.

**Pharmacy Selected:** [Handy's Pharmacy \(999 Under Way Philadelphia PA\)](#)

Stop medication on Sep 4 2011

**PracDirector Doctor, MD**

9420 Key West Ave, Rockville, MD 20850  
Tel: (888) 271-9898 Fax: (888) 271-9897.  
NPI: 4321455311

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**Paltrow, Bruce K**  
DOB: 02/01/1945 Tel. (419) 855-3055  
Toledo, WI 54360

**Rx**

**Betimol (timolol) 0.5% Drops [Ophthalmic]**  
Dispense \*\*\*1\*\*(one) bottle  
Sig: Apply 1 (one) drop into affected eye once a day as directed  
Duration: 10 days  
**Substitution permitted**  
Refills: None

This medication was prescribed despite being not preferred by the patient pharmacy benefits program.

OK Back Cancel Add to Favorites

After you click "Ok" you will be taken back to the "Prescribe" page where the prescription will be listed as a pending prescription for the patient.

Pending prescriptions for this patient: (Show All)  
 [Select All] [Select None] [Delete Selected]

Serial#	Dr/Staff	Name	Date	Status	Drug	Sig	Qty	Rf(s)	Action
<input checked="" type="checkbox"/> DEV-787008	PracDirectorDoctor	Bruce K Paltrow	08/25/2011	pending WARNING	Betimol (timolol) 0.5% Drops [Ophthalmic]	Apply 1 drop into affected eye once a day as directed	1	PRN	Modify Delete Favor

Signature Password:

Print Pharmacy

**Note:** In the case of a pharmacy-related fax machine failure, we will contact your practice and inform you that it is necessary to call in the prescription to the pharmacy directly. If your office is closed or it is after business hours, we will notify your answering service.

You can take the following individual actions on a pending drug:

- **Modify:** This will take you back to the sig page where you can edit the prescription information
- **Delete:** This will cancel this drug and remove it from the pending medications list
- **Favor:** This will allow you to add this drug to your favorites list, first taking you to the "Add Favorite Prescription" page where you can choose which "Favorite" list you want to add it to. The Favorite Drugs list is discussed in detail later on in this document.

To complete a prescription: Only providers can electronically transmit prescriptions. Provider agents and Clinical staff can create prescriptions to get them ready for the provider to sign off on and transmit.

- **Signature Password:** This was given to the providers in the PD eRx Setup email that was sent to your office notifying you how to set up Practice Director for eRx.
- **Send:** This will send the prescription electronically to the designated pharmacy.
- **Send and Print:** This will send the valid prescription electronically to the designated pharmacy and will generate a voided representation of the prescription in a separate window that can be printed.
- **Print w/o sending:** This will generate a valid representation of the prescription that can be printed.
- **Sign w/o sending:** This will only add the prescription to the patients' current medication list and will not generate an actual prescription to be filled. You would use this anytime you needed to add a prescription to the patients electronic record that you had wrote but had already been communicated to the pharmacy via phone call or if you hand wrote the rx and gave it to the patient to take to the pharmacy to be filled so a valid rx does not need to be generated by The e-prescribing Portal.
- **Print Pharmacy checkbox:** If you choose the "send and print" or "print w/o sending" option this will also include the destination pharmacy on the printable version of the rx.

After you search for and select a drug that you want to prescribe for a patient you may be presented with some drug alerts. DrFirst will check for any drug interactions and notify you of any that are found. It will check the selected drug against other drugs the patient is currently taking, other drugs the patient has as pending prescriptions, the patients' allergies, diagnoses, and age. These alerts do not stop you from prescribing; they are simply to help with your clinical decision making.

## **Favorite Drugs List**

You can either add a drug to your favorite drugs list on the fly while creating a prescription for a patient, which was mentioned earlier in the documentation, from the patients pending drugs list, or from the "Options" page.

If you add a drug to your favorites list on the fly while creating a prescription for a patient or from the patients pending drugs list you will be taken to the "Add Favorite Prescription" page where you can review what you are adding to the favorite drugs list and choose to either add it to "My List" or "Practice List". Once you have selected the appropriate list to add the favorite prescription to click "Create".

The "My List" favorite prescriptions list is specific to the user and they will only see and be able to use drugs added to "My List" when they are logged in as themselves. The "Practice List" favorite prescriptions list is viewable and usable by anyone that is logged in as it is a list for the practice as a whole.

**Add Favorite Prescription**

**Name:** Betimol (timolol) 0.5% Drops [Ophthalmic] 1 once a da

**Add this favorite to:** My list

**PracDirector Doctor, MD**  
9420 Key West Ave, Rockville, MD 20850  
Tel: (888) 271-9898 Fax: (888) 271-9897.  
NPI: 4321455311

**Rx**  
**Betimol (timolol) 0.5% Drops [Ophthalmic]**  
Dispense \*\*1\*\*(one) bottle  
Sig: Apply 1 (one) drop into affected eye once a day as directed  
Duration: 30 days  
Substitution permitted  
Refills: \*\*PRN\*\*

Go to the "Options" page and click on the "Favorite Prescription" link. You will see the "Favorite Prescriptions" page.

**Favorite Prescriptions**

**Favorites:** amoxicillin 500 mg Capsule 1 every eight hours #30 [F]

**Drug Name:**

To modify the favorite prescriptions list select a drug from the drop down and click "View/Update".

**View Favorite Prescription**

**Name:** amoxicillin 500 mg Capsule 1 every eight hours #30   [\[Delete\]](#) [\[Change\]](#)

>

**PracDirector Doctor, MD**  
 9420 Key West Ave, Rockville, MD 20850  
 Tel: (888) 271-9898 Fax: (888) 271-9897.  
 NPI: 4321455311

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**Rx**

**amoxicillin 500 mg Capsule**  
 Dispense \*\*30\*\*(thirty) capsule  
 Sig: Take 1 (one) capsule by mouth every eight hours as directed  
 Please be sure to finish all of prescription.  
 Duration: 10 days  
 Substitution permitted  
 Refills: None

From the "View Favorite Prescriptions" page you can delete this drug off of the favorites list by clicking "Delete". You can also modify the Rx information by clicking "Change" and then you will be taken to the "Enter Details" page where you can change the sig info about this favorite Rx.

If you search for a drug from the "Favorite Prescriptions" page by typing in a drug name in the "Drug Name" field you will then see the search results like the list below:

**Favorite Prescriptions**

Favorites: amoxicillin 500 mg Capsule 1 every eight hours #30 [F] View/Update

Drug Name:  Find

Use free text 'ben'

[Benadryl \(diphenhydramine hcl\) 25 mg Capsule \(otc\)](#)

[Benadryl Allergy \(diphenhydramine hcl\) 12.5 mg/5 mL Liquid \(otc\) \[120.0ml\] \[240.0ml\] 25 mg Tablet \(otc\)](#)

[Benadryl Allergy Quick Dissolv \(diphenhydramine hcl\) 25 mg Strip \(otc\)](#)

[Benadryl Allergy/Cold \(diphenhyd-pe-acetaminophen\) 12.5-5-325 mg Tablet \(otc\)](#)

[Benadryl Allergy/Sinus/Headach \(diphenhyd-pe-acetaminophen\) 12.5-5-325 mg Tablet \(otc\)](#)

[Benadryl Anti-Itch \(camphor\) 0.45% Gel \(otc\) \[30.0gram\]](#)

[Benadryl Extra Strength \(diphenhydramine-zinc acetate\) 2.0.1% Cream \(otc\) \[30.0gram\]](#)

[Benadryl Fastmelt \(diphenhydramine hcl\) 12.5 mg Tablet, Chewable \(otc\)](#)

[Benadryl Itch Relief Stick \(diphenhydramine-zinc acetate\) 2.0.1% Solution \(otc\) \[15.0ml\]](#)

[Benadryl Itch Stopping \(diphenhydramine hcl\) 2% Gel \(otc\) \[120.0ml\]](#)

[Benadryl Itch Stopping \(diphenhydramine-zinc acetate\) 1.0.1% Cream \(otc\) \[30.0gram\]](#)

[Benadryl Maximum Strength \(diphenhydramine hcl\) 2% Aerosol, Spray \(otc\) \[60.0ml\]](#)

If you select the “free text” drug option anytime you use this favorite drug it will not be included in any drug interaction checks so it is recommended that you select a formulated drug from the search results list to add to your favorite drugs list. After you select a drug you will be taken to the “Enter Details” page.

**Enter Details - Oral/Topical Drugs**

Provider:

Drug:

Sig:

Duration:  Patient Weight:  kg Show Dose Calculator

Quantity:

Refills:

Directions to Pharmacist:

Directions to Patient:

Comments (For office use only; will not appear on prescription):

Continue Cancel

None of these fields are required and you should only fill out as much information as you want to be pre-populated for you when you go to use this favorite drug. Populate it as you most commonly would prescribe the drug. Changes can be made individually for the patient on an as needed basis from the patients' prescription page. This is only a template to save you time, not to restrict or limit you.

If you don't prescribe it the same very often then leave the fields blank and it will save you time so you can just choose the drug to prescribe off of the favorites drop down instead of having to search for it. After you fill this page out as desired click "continue" and you will be taken to the review page where you select which list to add it to (the different lists were discussed earlier in the documentation). Click "create" to finish.

**Add Favorite Prescription**

**Name:** Benadryl (diphenhydramine hcl) 25 mg Capsule #

**Add this favorite to:** My list ▼

**PracDirector Doctor, MD**  
 9420 Key West Ave, Rockville, MD 20850  
 Tel: (888) 271-9898 Fax: (888) 271-9897.  
 NPI: 4321455311

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**Rx**

**Benadryl (diphenhydramine hcl) 25 mg**  
 Capsule  
 Sig: Take  
 Substitution permitted  
 Refills: None

**Sending Multiple Prescriptions for the Same Patient During the Same Visit**

All of the prescriptions you want to complete for the patient should be created and listed on the patients pending medications list. If you want the prescriptions to all go out the same way then you would leave them all checked and choose either "Send", "Send and Print", "Print w/o sending", or "Sign w/o sending" and they will go out as directed.

If you want to send one prescription electronically and print the other for example, you would uncheck the box to the left of the drug name on the list and then choose your routing method for the one that is still checked. Then you would be left with the other drug that you need to route. Make sure it is checked and then select the appropriate routing method for that drug.

**Pending prescriptions for this patient: (Show All)**

[Select All] [Select None] [Delete Selected]

Serial#	Dr/Staff	Name	Date	Status	Drug	Sig	Qty	Rfl(s)	Action	
<input checked="" type="checkbox"/>	DEV-787008	PracDirectorDoctor	Bruce K Paltrow	08/25/2011	pending <a href="#">WARNING</a>	Betimol (timolol) 0.5% Drops [Ophthalmic]	Apply 1 drop into affected eye once a day as directed	1	PRN	<a href="#">Modify</a> <a href="#">Delete</a> <a href="#">Favor</a>
<input checked="" type="checkbox"/>	DEV-787106	PracDirectorDoctor	Bruce K Paltrow	08/25/2011	pending <a href="#">WARNING</a>	Restasis (cyclosporine) 0.05% Dropperette [Ophthalmic]	Apply 1 drop into affected eye every morning as directed	1	3	<a href="#">Modify</a> <a href="#">Delete</a> <a href="#">Favor</a>

**Signature Password:**

[Print Pharmacy](#)

**Note:** In the case of a pharmacy-related fax machine failure, we will contact your practice and inform you that it is necessary to call in the prescription to the pharmacy directly. If your office is closed or it is after business hours, we will notify your answering service.

## Med Hx

### Medication Drug History for Amy Malone

**Note:** Certain information may not be available or accurate in this report, including items that the patient asked not be disclosed due to patient privacy concerns, over-the-counter medications, low cost prescriptions, prescriptions paid for by the patient or non-participating sources, or errors in insurance claims information. The provider should independently verify medication history with the patient.

**Note:** Medication history cannot be obtained without patient's consent. If the patient opts out, please set the flag "Patient Consent for MedHx" to No

Obtain New Data

for last

1 year

Return

to Patient Summary.

On the Med Hx page you have the option to obtain drug history about the patient up to two years in the past.

- This database is maintained and updated by the pharmacies and insurance companies and so any information you see or do not see is because of how frequently information from these parties is submitted to this database.
- The determining factor for whether or not a patient is going to be found in this database is whether or not their insurance carrier has chosen to participate with this database to submit information to.
- In Practice Director the patients first and last name, birth date, gender, zip code, and home phone number must be accurate and complete in order for a match to be found.
- That information must match what is on file with the patients' insurance carrier or else a match cannot be found for the patient in the database.

Select a time frame you want to see the patients' drug history for and click "Obtain New Data".

**Practice Director** Prescribe Manage Meds Pending Rx (2) Renewal Requests (10) PBM Hx Options Help Return to EMR

**Practice Information**  
 Practice: Practice Director test User: PracDirector Doctor

Patient: **Bruce K Paltrow** Height: Weight: BSA: DOB: 02/01/1945 Gender: Male Phone: (419) 855-3055 Last Office Visit: [Visit Today](#)

Pharmacy: Handy's Pharmacy - 999 Under Way, Philadelphia, PA [\[View\]](#) [\[Change\]](#) **Formulary:** HEALTH PLAN NAME, mail & retail (RXHUBPBM)

**Medication Drug History for Bruce K Paltrow**  
 Note: Certain information may not be available or accurate in this report, including over-the-counter medications, low cost prescriptions, prescriptions paid for by the patient or non-participating sources, or errors in insurance claims information. The provider should independently verify medication history with the patient.  
 Obtain New Data for last 1 year

Select interval and press "Obtain New Data" to get Drug History.

**Previous Drug History from 08/19/2010 to 08/19/2011:**

[Add Selected](#) drugs to medication list.  
[Return](#) to Patient Summary.

Drug	Sig	Quantity	First Fill	Last Fill
<input type="checkbox"/> Accu-Chek Comfort Curve Test (blood sugar diagnostic) Strip <a href="#">[Prescribe]</a>	No Sig Info	50.0	07/17/2011	08/09/2011
<input type="checkbox"/> 08/09/2011	No Sig Info Substitution permitted <a href="#">[Prescribe]</a>	50.0		
<input type="checkbox"/> 07/17/2011	No Sig Info Substitution permitted <a href="#">[Prescribe]</a>	100.0		
<input checked="" type="checkbox"/> Accu-Chek Softclix Lancets (lancets) <a href="#">[Prescribe]</a>	No Sig Info	100.0	07/24/2011	08/08/2011
<input checked="" type="checkbox"/> ACETAMINOPHEN/COD #3 TABLET (Drug is free text) <a href="#">[Prescribe]</a>	No Sig Info	40.0	08/14/2011	08/14/2011
<input checked="" type="checkbox"/> amoxicillin 500 mg Capsule	No Sig Info	63.0	07/06/2011	08/05/2011

You will notice that you can see the name of the patient's insurance carrier and plan in the "Formulary" field towards the top of the page below the patient's phone number.

You will now also see the patient's drug history including the name, strength and form of the drug, sig info when available, quantity dispensed, first fill date and last fill date. If you would like to see more detailed information including how many refills they have had and the date of each refill, along with the prescribing provider, and the pharmacy it was filled at you can click the Plus (+) button on the left side of the list. Click the Minus (-) button to hide these details.

Formulary Alerts and Therapeutic Alternatives with the Med Hx Database: If a patient is found as a match in this database you will have access to a drug's formulary status and therapeutic alternatives based on the patient's insurance plan. Depending on the drug that you select to prescribe you will get different formulary alerts that display after a drug is selected. The example below came up because I selected a drug that was non-formulary or not covered by the patient's insurance plan at all.

Patient: **Bruce K Paltrow** Height: Weight: BSA: DOB: 02/01/1945 Gender: Male Phone: (419) 855-3055 Last Office Visit:

Pharmacy: Handy's Pharmacy (999 Under Way Philadelphia PA) [\[View\]](#) Formulary: HEALTH PLAN NAME, mail & retail (RXHUBPBM) ▾

**Confirm Prescription Despite Warning**  
The medication(s) you have prescribed may not be appropriate given this patient's information.

**FORMULARY ALERT!** Bruce K Paltrow (02/01/1945) insurance coverage, HEALTH PLAN NAME (RXHUBPBM), provides the following guidance for the drug you have just prescribed, **Istalol (timolol maleate)**.

- This drug is non-formulary. Please select another drug unless there is no alternative.

The plan specifically recommends the following alternatives:

- [timolol maleate 0.25% Drops \[Ophthalmic\] \(F\)](#)
- [timolol maleate 0.5% Drops \[Ophthalmic\] \(F\)](#)
- [timolol maleate 0.25% Gel Forming Solution \[Ophthalmic\] \(F\)](#)
- [timolol maleate 0.5% Gel Forming Solution \[Ophthalmic\] \(F\)](#)
- [timolol maleate 10 mg Tablet \(F\)](#)
- [timolol maleate 20 mg Tablet \(F\)](#)
- [timolol maleate 5 mg Tablet \(F\)](#)

Drugs in the same category (Ophthalmic - Beta-blockers) that have fewer limitations or a lower copay include:

- [betaxolol 0.5% Drops \[Ophthalmic\] \(F\)](#)
- [Betoptic S \(betaxolol\) 0.25% Drops, Suspension \[Ophthalmic\] \(F\)](#)
- [carteolol 1% Drops \[Ophthalmic\] \(F\)](#)
- [levobunolol 0.25% Drops \[Ophthalmic\] \(F\)](#)
- [levobunolol 0.5% Drops \[Ophthalmic\] \(F\)](#)
- [metipranolol 0.3% Drops \[Ophthalmic\] \(F\)](#)

[What Do These Codes Mean?](#)

You may provide a justification for prescribing this medication notwithstanding the warning.

You can see that therapeutic alternatives to the selected drug are listed and categorized. The formulary status for those drugs are also displayed at the end of the drug name. At this point you can click the "Prescribe Anyway" button to continue prescribing the originally selected drug or you can select a different drug off of the list to prescribe for the patient instead.

Creating a Prescription-Drug Search Results and Formulary Status Displayed with Med Hx: If a patient is found in the Med Hx database you will see your drug search results formulary status displayed when you search for a drug that you want to prescribe. The formulary status will be displayed at the end of the drug name in parentheses. You may see several different types of characters that represent different formulary statuses depending on this patient's insurance plan. If you hover your mouse over the formulary status characters you will get a tooltip that will display and tell you a little more information on this particular formulary status. If you were to search for the same drug to prescribe for a patient that had a different insurance plan you could see entirely different formulary statuses.

**Prescribe a Medication**

Select Medication for Prescription

Name:

Favorites: -Choose a Favorite-

Use free text 'amox'

amoxapine (F)  
 25 mg Tablet  
 50 mg Tablet  
 100 mg Tablet  
 150 mg Tablet

amoxicil-clarithromy-lansopraz (Prevpac) (NF)  
 500-500-30 mg Combo Pack

amoxicillin (F)  
 250 mg Capsule  
 500 mg Capsule  
 125 mg/5 mL Suspension for Reconstitution [80.0ml] [100.0ml] [150.0ml]  
 200 mg/5 mL Suspension for Reconstitution [50.0ml] [75.0ml] [100.0ml]  
 250 mg/5 mL Suspension for Reconstitution [80.0ml] [100.0ml] [150.0ml] [300.0ml]  
 400 mg/5 mL Suspension for Reconstitution [50.0ml] [75.0ml] [100.0ml] [200.0ml]  
 500 mg Tablet  
 875 mg Tablet

What Do These Codes Mean?

125 mg Tablet, Chewable  
 250 mg Tablet, Chewable  
 400 mg Tablet, Chewable

amoxicillin (bulk) (F)  
 100% Powder [25.0gram] [105.0gram] [500.0gram] [25000.0gram]

amoxicillin (Moxatag) (NF)  
 775 mg Tablet, ER Multiphase 24 hr

amoxicillin-pot clavulanate (F)  
 200-28.5 mg/5 mL Suspension for Reconstitution [50.0ml] [75.0ml] [100.0ml]

## Renewal Requests

**Practice Director** Prescribe Manage Meds Pending Rx (1) **RenewalRequests(10)** PBM Hx Options Help Return to EMR

**Practice Information**  
 Practice: Practice Director test User: PracDirector Doctor

**Patient: Bruce K Paltrow** Height: Weight: BSA: DOB: 02/01/1945 Gender: Male Phone: (419) 855-3055 Last Office Visit:

Pharmacy: Handy's Pharmacy - 999 Under Way, Philadelphia, PA   Formulary: HEALTH PLAN NAME, mail & retail (RXHUBPBM)

**Messages**  
 View messages for All Providers  the selected actions.

Date: 8/23/11 17:31 EDT From: Handy's Pharmacy To: PracDirectorDoctor  
 Re: Renew Isopto Atropine (atropine) 1% Drops [Ophthalmic] [Requested As: Isopto Atropine (atropine) Drops 1% [Ophthalmic]]  
 1 drop into affected eye every twelve hours Disp. 1 bottle SP  
 Action:  Provider: Doctor, PracDirector  
 Pharm Notes:

Comments (Office only):

Date: 8/23/11 17:31 EDT From: Handy's Pharmacy To: PracDirectorDoctor  
 Re: Renew Cyclomydril (cyclopentolate-phenylephrine) 0.2-1% Drops [Ophthalmic] [Requested As: Cyclomydril (cyclopentolate-phenylephrine) Drops 0.2-1% [Ophthalmic]]  
 1 drop into both eyes four times a day Disp. 1 bottle SP  
 Action:  Provider: Doctor, PracDirector  
 Pharm Notes:

Comments (Office only):

Date: 8/23/11 17:31 EDT From: Handy's Pharmacy To: PracDirectorDoctor  
 Re: Renew Durezol (difluprednate) 0.05% Drops [Ophthalmic] [Requested As: Durezol (difluprednate) Drops 0.05% [Ophthalmic]]  
 1 drop into affected eye every two hours while awake Disp. 1 bottle DAW  
 Action:  Provider: Doctor, PracDirector  
 Pharm Notes:

Comments (Office only):

Date: 8/23/11 17:31 EDT From: Handy's Pharmacy To: PracDirectorDoctor  
 Re: Renew Viroptic (trifluridine) 1% Drops [Ophthalmic] [Requested As: Viroptic (trifluridine) Drops 1% [Ophthalmic]]

Whether or not you can view and/or respond to renewal requests will depend on the role each user was assigned that was decided by your office when you completed your eRx enrollment paperwork.

The number at the top of the page next to the Renewal Requests link is patient specific only. If you want to pull up renewals requests for multiple patients you will need to click on the small icon in the very lower right corner of the PD window. At this time this icon will only display when logged in as a registered provider.



This will show a number of renewal requests that is specific to the provider but once you click on the “Renewal Requests: X” link the e-prescribing Portal renewal request page will open in a separate window then you will be able to see renewal requests for all patients and for all providers by default unless you change the “View Messages For” drop down on the renewal requests page. So the number of renewals that PD displays may not match what comes up in the e-prescribing portal by default.

This icon in PD is the only way you are able to see if you have renewal requests or not, so it is your responsibility to log in under each providers credentials to check if there are any renewal requests that need to be responded to. You need to manage them as you are not notified about them in any other way.

At this time only providers are able to see renewal requests through PD. As a provider, if you want other people to be able to respond to them you will need to pull up the renewal requests page through PD and then make sure you are viewing renewal requests for all providers then print this page or transcribe the list and relay it to the appropriate staff members. Then they can pull up the specifically listed patient in PD and launch eRx for them and they will be able to see and/or respond to (depending on their E-prescribing Portal role) that patients’ renewal request(s)

On the Renewal Requests page you will be able to take a series of actions on how to respond to the renewal request by selecting the action from the “Action” drop down. You can also add notes to send back to the pharmacy about a particular renewal and can add internal office-only comments. These actions and notes can be saved but then the provider must come in and enter in their signature password to actually perform the intended actions that may have been established either by staff or the provider themselves.

Renewal Requests will only ever show up because a pharmacy has sent them to you. All renewal requests must be responded to within 48 hours. This is very important as SureScripts can implement consequences for providers that do not respond to renewal requests within 48 hours, most likely it is something that happens frequently. SureScripts is the entity that informs pharmacies that you use electronic prescriptions and who also registers you as a provider so that you are able to receive renewal requests from pharmacies.

## Options Page

The Options page allows a provider to change their signature password. It allows a user to access the favorite prescription and pharmacy list, as well as change E-prescribing Portal preferences and run reports.

**Practice Director** | Prescribe | Manage Allergies | Lab: Orders / Results(0) | Radiology: Orders / Results(0) | Pending Rx (0) | Rx Report | **Options** | Return to EMR  
 Manage Meds | Renewal Requests (0) | Med Hx | Help

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**Practice Information**  
 Location: Practice Director Test2 | User: One Test PrescriberOne

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**Patient: Krystal Bartlett** | DOB: 12/11/1986 | Sex: Female | Pregnant:  | Breastfeeding:  | Height: | Weight: | BSA: |  
 Phone: (123) 456-7894 | Last Encounter: No last encounter | Encounter Today | [\[Show Patient Encounters\]](#)

Pharmacy: No pharmacy [\[Change\]](#) | Patient Consent For MedHx:  Yes  No [\[Show Activity\]](#)  
 Formulary: Not entered [\[Add\]](#)

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**PatientAdvisor** | Patient Scorecard | Patient Support | Clinical Decision Support

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**Additional Options**

- [Change Password](#): Change your signature password
- [Favorite Prescription](#): Add or modify commonly used prescriptions
- [Manage My Agents](#): List, authorize, or revoke privileges of my Provider Agents
- [Patient Advisor Preferences](#): Set default options for yourself
- [Pharmacy Data](#): add or modify the practice pharmacy list.
- [Preferences -- user](#): set Practice Director E-Prescribe options for yourself.
- [Preferences -- location](#): set Practice Director E-Prescribe options for your practice.
- [Activity Report](#): print a record of all recent prescription activity for your practice.

### A note about the Practice Director e-prescribing Portal:

Keep in mind that pages and options available throughout the portal will vary per user depending on who is logged in to Practice Director as each user was established a privilege level or role that is not related in any way to Practice Director privileges or groups. These roles for the eRx portal were established during initial enrollment as part of the original eRx portal registration paperwork that was filled out by your office.

Akario

Akario is a free HIPAA compliant messaging service.

## Akario Mail

### Secure HIPAA-Compliant Email

Akario Mail empowers users to exchange information among any or all members of a patient's circle of caregivers:

- Communicate securely from anywhere, via web-based portal or mobile application (iPhone)
- Send/Receive/Forward messages between clinical and non-clinical staff
- Include attachments/rich media files up to 20 MBs, including patient records, labs, EKGs, videos, audio, photos
- Facilitate referrals to or transfers to unaffiliated, collaborating care providers

### Protect Your Customers, Your Providers and Your Patients with Akario

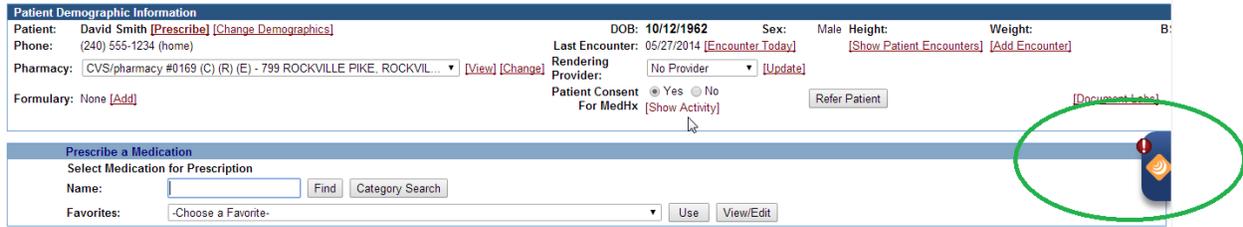
To learn more about integrating the Akario Secure Exchange Suite, visit [www.GetAkario.com](http://www.GetAkario.com), or contact DrFirst at [888-DRFIRST](tel:888-DRFIRST) to schedule a product demonstration or a no-obligation trial for your organization.

Patient Advisor



Patient Advisor enables providers to support patients between office visits with evidence-based patient education, co-pay savings, adherence tools, and resources within the eRx workflow. Patient Advisor aims to reduce first fill prescription abandonment, improve medication adherence rates with sustainable results, and allow providers to gain insight into patient behaviors.

When the user does not need to access the toolbar, the Patient Advisor toolbar can now collapse to a small widget on the right border of the screen. A notification icon on the collapsed toolbar widget signifies that a tab in toolbar has an alert.



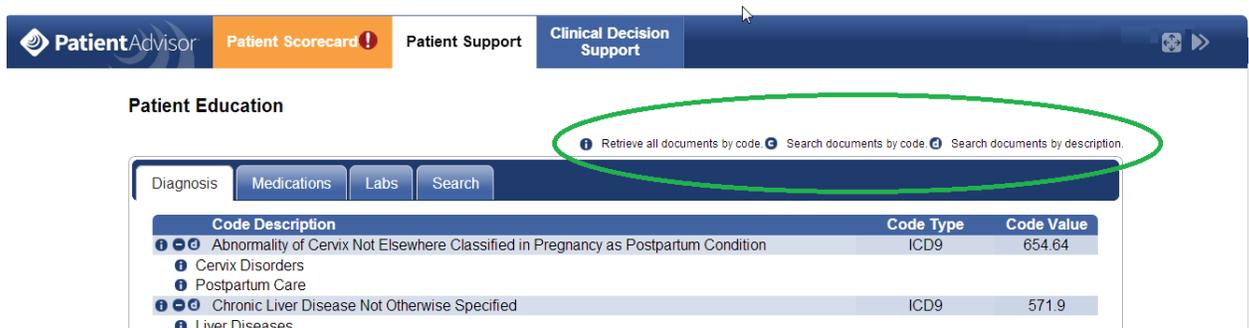
## Patient Scorecard

- Identifies and flags at risk/high risk patients with a history of non-adherence
- Displays a Patient Report Card with fill dates, fill rates and prescribing history



## Patient Support

This tab allows you to view education materials on your patients' diagnosis', medications and labs.



The education materials can be displayed for each individual item when clicking 'c' or 'd'. If there is more than one education document, clicking the 'i' will compile all relevant education materials by code search into one printable screen. A user can print the education materials screen by clicking on the "Print" button located at the top right corner of the page. To close the education window, click the 'X' located at the bottom of the page on the right side. The education window can also be closed by clicking the black space around the education window.

### Clinical Decision Support

Releasing in September of 2014. This tab will give advice to providers on how to proceed with treatment plans working in conjunction with the Patient Support Tab.