Medication Management Rx

#	Thing You Want to Do	What is It Called? Where Can You Find It?	✦ Pro Tip
1	Send Medications to a Preferred Pharmacy	Preferred Pharmacy	Can select most common site and save for future use as a dropdown when you order a specific medication
2	Record Allergies	Allergies/Intolerance/Failed Trials	Recommended to put allergies here because it will autopopulate notes and be shared with other users. If the allergy is in a similar drug class as a medication you are trying to order, you will not be able to prescribe — switch the allergy to "intolerance" and/or "failed trial."
3	Review Active Medications	Medication List	
4	Review Past Medications	Medication History	Use the right-hand side darker blue button (rather than the lighter blue one).
5	Review Consent	Consent History	Use the right-hand side darker blue button.
6	Order New Medications	New Order	Use the right-hand side darker blue button.
7	Add External Medications	Add Medication	Can add the source of the prescription, who is the prescriber
8	Change an Existing Order	Select Checkbox of Existing Medication and Choose "Change Order"	
9	Refill an Existing Order	Select Checkbox of Existing Medication and Choose "Re-Order"	Cannot do this if controlled substance and will need a new order
10	Patient Medication Consent	Select Checkbox of Medication and Choose "Patient Consent"	This will pull up a document that both prescriber and client can sign. Can select and sign multiple consent all at once.
11	Sign Verbal or Queued Outpatient Medication Orders	Queued/Verbal Orders Widget in Providers Dashboard --> Rx	This will automatically connect you to the orders pending your review.
12	Review New/Changed Medications	After clicking "Prescribe" button, a review screen will appear. If you approve, then choose "prescribe" a second time.	Make sure you check the checkbox under "ready to sign."
13	Approve Controlled Substances	On review screen, after clicking "Ready to Sign" and "Prescribe," you will be prompted on phone's HID app	Swipe "Approve" green button
14	Review Prescription Status	Click on a hyperlink of a medication name --> Script History -- Check "Status"	Prescribers can view a history of multiple clients in Start Page > Outbound Prescriptions. If nurses are set up as prescriber proxy they can also see prescription status (and refill request). Establishing nurses as "prescriber" does not mean they can prescribe without doctor approval; medication orders will still go through the verbal or queued order approval process.
15	Discontinue Existing Medication	Medication List; click the "X" at left	This will then save in medication history with end date recorded and a pop-up will allow you to record the reason.

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