

Intelligent Medical Software

Prescription User Guide

IMS Build 22 Published on: January 2021



Intelligent Medical Software

Contents

Introduction
Access the Prescription screen
Access the Prescription window5
Access the Rx Management window5
The Prescription Screen
Gold Bar6
Left Pane7
Center Pane
Right Pane9
The Prescription Window
Gold Bar11
Blue Bar
Center Pane
Right Pane22
Lower Pane
The Rx Management Window
Gold Bar27
Center Pane
Lower Pane
Prescription End-User Functionalities
Create a prescription
Add a prescription
View a prescription history
Get the consent to view the patient's medication history
Set the prescription fill indicator status
Discontinue a patient's prescription54
Recontinue a discontinued prescription56
Recontinue a discontinued prescription





	™IMS [™]
la disete thet a dura is an excite addee a state and so in the Orecovictic	n window (C)
Indicate that a drug is prescribed by another provider in the Prescriptio	
Set up text and email notifications	
Set up the text and email templates	
Types of Prescription Change Requests	
Reassigned NDCs	70
Statewise Drug Schedules of Controlled Substances	73
View the drug schedule of a drug on the Prescription screen	73
View the drug schedule of a drug in the Prescription window	74
View the drug schedule of a drug in the Rx Management window	75
Electronically send unit-dose, private label, repackaged, or obsolete dru	ıgs76
Rx Management End-User Functionalities	79
Add a prescription request in the Add Rx Request window	
Add a prescription request from fax and HIE documents	
Add a prescription request from patient and pharmacy calls	
Approve or deny prescription renewals	
Change a prescription	
Create a prior authorization	
Discontinue a prescription	
Prescribe a new prescription	







Introduction

In the IMS Prescription module, you can create prescriptions and electronically send these prescriptions to pharmacies. You can also keep track of the changes that you make in these prescriptions.

In IMS Build 22, you can now manage system-generated and manually added prescription requests in Rx Management. In the **Rx Management** window, you can view and edit all the prescription requests from the patients and pharmacies. You can also keep track of the status of the prescription requests that you sent to the pharmacies.

Access the Prescription screen

On the **Prescription** screen, you can create or edit a patient's prescription.

To access the **Prescription** screen, do the following:

• On the IMS menu bar, click **Activities**, and then click **Prescription**.



Figure 1 On the IMS menu bar, click Activities, and then click Prescription to open the Prescription screen.





Access the Prescription window

You can also create or edit a patient's prescription in the **Prescription** window.

To access the **Prescription** window, do any of the following:

- On the IMS menu bar, click **Utilities**, point to **Patient**, and then click **Prescription**.
- On the main IMS toolbar, click the **Prescription** symbol 🗟.
- In the left pane of the Visit Note screen, click Prescription.
- In the Chart View window, click the Rx tab, and then click Add/Edit or Print/Fax Rx.

This window is similar with the one that opens when you click **Prescription** in the left pane of the **Visit Note** screen.

Access the Rx Management window

You can create, edit, and send prescription requests in the **Rx Management** window.

To access the **Rx Management** window, do any of the following:

- On the IMS menu bar, click **Activities**, and then click **Rx Management**.
- Click the **Rx Management** symbol **R** on the toolbar.

Note:

The **Rx Management** symbol **R** appears on the toolbar only if **Rx Management** is selected in the **System's Toolbar Setting** window.





If you have the applicable user right, you can select **Rx Management** in **System's Toolbar Setting**, click **Windows** > **Toolbar** > **Rx Management** > **Ok**.

The Prescription Screen

The **Prescription** screen consists of four parts: the gold bar, the left pane, the center pane, and the right pane.



Gold Bar

On the gold bar, you can see some basic patient information, such as the name, biological sex, date of birth, age, weight, allergies, and assigned provider.







Click the following symbols to access other areas of the patient's chart:

- **Patient**. Click the **Patient** symbol ² to access other windows or modules in IMS that hold information about the patient.
- **Patient Facesheet**. Click the **Patient Facesheet** symbol **i** to view the patient's demographic information.
- **Patient Contact**. Click the **Patient Contact** symbol ¹/₆ to view the patient's contact details.
- **Patient Insurance**. Click the **Patient Insurance** symbol **i** to view the patient's insurance information.

Left Pane

In the left pane, you can see the patient's recorded prescriptions. From the **Show** list, select the type of prescription that you want to retrieve whether active, changed, or discontinued.



Figure 4 The left pane of the Prescription screen





Center Pane

In the center pane, you can see the details of the prescription that you selected in the left pane. You can modify the details as needed. For a new prescription, enter the necessary information in the applicable boxes in the center pane.

Prescription	
a Known Allergies	
Prescribe* 07/13/20 08:27 PM Start Date* 07/13/20 08:27 PM Case* Surgery Case 1234A Dx(?) Office* V Provide* NADEAN: Rx #; RK00013830	Select Payer:
Provider* NADEAN: Rx #: FX000013830 Pharmacy*(?) DEA:	
Drug: Drug* (?) LESCOL XL 80 MG TABLET	
Direction: Sig" (?) fina int Sue Morning: .00 © Noon: .00 © Eve00 © Night: .00 © Dose Form: TAB ER 24H	
PKG. Size: 30 Tablet X ○ Bottle Days Supply: 30 ○ Qity* ○ Unit* Tablet V	
Refill: PRN: Next Refil: 08/11/20 Approved: 1 . Dispense: 0 .00	Formulary Details: Status: O U = Unknown
Last Approved/Denied Refill: This will print or fax in Rx. By: DEA: Office: Approve Date: 07/13/20 08:27 PM Qty. 0 Supply: 30 Refilt: 0 Pharmacy: Message: Start Date: 07/13/20 08:27 PM Start Date: 07/13/20 08:27 PM	OTC: Supply: Generic:
By: Sell v Dispensed	
Note: V Ø Message to Pharmacy: V Ø	
CD/SI: Compound Drug/Supply Item Drug. Selected option will go in the eRx message. Note: Users are advised to exert caution while entering the NDC codes themselves for the drugs unavailable in the IMS database. IMS will not bear any responsibility for the same.	<u>Check Patient Specific Benefit Information</u> <u>Check Details with CoverMyMeds</u>

Figure 5 The center pane of the Prescription screen





Right Pane

In the right pane, you can see the date of a patient's last visit.

You can also access the following functionalities:

- **Print Fax**. Click the **Print Fax** symbol 🚔 to print or fax selected prescriptions.
- **Copy**. Click the **Copy** symbol 🗐 to copy the details of the open prescription to another prescription.
- **Chg**. Click the **Chg** symbol is to change the information of an existing prescription after it is entered or saved.
- **Disc**. Click the **Disc.** symbol 👺 to discontinue an existing prescription.
- **Create New**. Click the **Create New** symbol \overrightarrow{s} to create a new prescription from any of the discontinued prescriptions of the patient.
- History. Click the History symbol in Prescription to open the Prescription History window where you can view or print the selected patient's prescription refill history.
- Entry. Click the Entry symbol 🜌 to enter prescription refills for the selected patient.
- **History**. Click the **History** symbol ***** in **Refill** to view or print the selected patient's prescription history.
- Select. Click the Select symbol in Default Value to set a default value for selected medications.





- Save. Click the Save symbol 🖬 in Default Value to save the default value for a selected drug.
- Select. Click the Select symbol in Template to set a default template for a prescribed medication.
- Save. Click the Save symbol 🖬 in Template to save and add newly entered medications to existing prescription templates.







The Prescription Window

The **Prescription** window consists of five parts: the gold bar, the blue bar, the center pane, the right pane, and the lower pane.

	*				Prescription			? 🗙	
old bar ┥ 🗕	Patient (?)	2					Select Payer:	🗾 🗸 👽 Ch. PA req. 🚺 Start ePA	
lue bar 🗲	Next Appt Date: Hei Last Visit Date: <u>12/16/20</u> Wei	ight: Allergy: ight: Age:				5	✓ Signatuare 🗟Rx/Lab/Vital	Surescripts Rx History 📉 History 🔻	
	😥 (A)ctive Rx 🛛 👋 Changed/DC	Group By: Drug Class	¥			Set to all: Days 🔡	🕈 Qty: 🕂 Refit 🛨	Pharmacy(?) 🗸 🗸 Set	
	S Drug	Start SIG	Days	Qty. Unit	Refill Pharmacy (?)	Status		ASPIRIN EC 81 MG 🛛 🗳 🚺	1
	Anticoagulants (1)							TABLET	
	> ASPIRIN EC 81 MG TABLET	S 07/02/20	30 🜲	. 🗢 Tablet	÷	 Prescribed 	📑 🖉 🖗 🖶 🖌 🖿 🕼 🐨	Prescribed on 07/02/20 By Martin, Jay	
	Asthma (1)							Diagnosis	
	DULERA 200 MCG/5 MCG INHALER 200-5 MCG/ACTUATION	S 09/10/10	÷	💠 Inhaler		✓ Pending	■፼፼ቒਰ ⋌ ⊵ ⊨ ◊ ੫ ≋	Diagnosis	
	Lipotropics (2)							Last Action On	
	LESCOL 20 MG CAPSULE	5 07/28/20	30 🜩	. 🔄 Capsule	÷	Prescribed	📄 🔮 🖶 🖶 🛣 🖆 🗳 👑 🗟	07/02/20(Approved) by Jay, Martin	
enter pane 🗲	LOVASTATIN 10 MG TABLET	5 07/28/20	30 🜩	🗢 Tablet	÷	Prescribed	🛯 🚱 🔂 🔁 🖊 🖿 🖄 😨	Last Transmission On	
	Psychostimulants-antidepressants	(1)						Rx Fill Indicator 👩	
	CELEXA 20 MG TABLET	5 06/27/20	30 🌲	- 🔄 Tablet	÷	V Prescribed	🗑 🕼 🖶 🖈 🖹 🗘 😃 🗟		
	Urinary Antibacterials (1)							Last Fill	Right pa
	MACRODANTIN 25 MG CAPSULE	S 06/23/20	30 🜲	- Capsule	÷	 Pending 	🖗 🛛 🖶 🖉 🎼 🗘 🦀 🗟		
	Authorization 📑 Low (Pharmacy)	v 06/23/20 Ass. Dr.	~			✓ Create	۲. ۲	PA Required	
								ePA Status	
								of A Guide	
								ePA Outcome	
							Activate Window	15	
	Select Today's Rx Select All Desele	ect All						anel to activate Windows.	
	and the second	line line	11 -		N- N-		oo to system in contr		
	🚭 Add 📲 DC 💆 Drug	Checking 🛛 🗑 Approve Refill 🚱 Ad	ld Rx Request 🛛 🎯	Fax/Print/RxFill	🚀 Send 🛛 🙀 Req. I	NewRx		× Cancel	Lower p
	Figure	7 The Pres	criptio	n wir	ndow				

Gold Bar

On the gold bar of the **Prescription** window, you can search for the patient whose prescription information you want to access.

On the gold bar, click the following to access other functionalities:

- Patient. In Patient, click the red question mark ¹² to search for and select a patient. Click the Patient symbol ² to access other windows or modules in IMS that hold information about the patient.
- Select Payer. From the Select Payer list, select a payer for the prescription.





The system automatically selects the payer based on eligibility by SureScripts.

- Ch. PA req. Click Ch. PA req. to change the prior authorization request.
- Start ePA. Click Start ePA to start Electronic Prior Authorization.

Note:

The Ch. PA req. and Start ePA is only available if the Enable Electronic Prior Authorization (ePA) (Modules/Features) is set to Yes in the System Parameters.

Blue Bar

On the blue bar, you can view patient information such as the next appointment date, last visit date, height, weight, allergy, and age.

Click the following to access the applicable functionalities:

- **Signature**. Select the **Signature** check box to include the prescriber's signature in the prescription request.
- **Rx/Lab/Vital**. Click **Rx/Lab/Vital** to open the **Lab Result Comparison** window.
- **Surescripts Rx History**. Click **Surescripts Rx History** to open the history of the patient's prescriptions that are sent through Surescripts.

Note:

Opening the medication history of a patient requires patient consent.

When the "Patient consent is not given for external medication history information. Would you like to set the patient consent to "Consent Given"?", select **Yes**.





• **History**. From the **History** list, select the prescription history that you want to access.

Rx History
Surescripts Rx History
Renewal History
Dispense History
Rx Tracking
Prescription Saving History

Figure 8 From the **History** list, select the applicable prescription history.

Center Pane

The center pane consists of three tabs: the (A)ctive Rx tab, (T)his Visit tab, and Changed/DC tab.

Note:

The **(T)his Visit** tab is available only if the **Prescription** window is opened from the **Visit Note** screen.

(A)ctive Rx Tab. In the (A)ctive Rx tab, you can view the active prescriptions for the patient.

In the (A)ctive Rx tab, you can find the following:

• **Group by**. From the **Group by** list, select the applicable drug group if you want the prescriptions to appear in the **(A)ctive Rx** tab according to their drug group.





You can set the drug grouping in the **Group by** list by setting up the **Show prescription list grouped by** user parameter.

• Set to all. In the Set to all section, you can set the same days, quantity, refill, and pharmacy for all the prescriptions.

•					Prescription			? 🗙
Patient (?)	2						Select Payer:	🔽 👽 Ch. PA req. 🚺 Start ePA
	leight: /eight:	Allergy: Age:				6	✓ Signatuare <mark>⊜Rx/Lab/Vital</mark>	Surescripts Rx History 🛝 History
😥 (A)ctive Rx 🛛 😃 Changed/DC	Group B	🖌 Drug Class 🛛				Set to all: Days:	🕈 Qty.: 🕂 Refilt 🛨 Pl	narmacy(?) 🗸 🗸 Se
S Drug	Start SI	G	Days	Qty. Unit	Refill Pharmacy (?)	Status		ASPIRIN EC 81 MG 🛛 🗳 🚺
Anticoagulants (1)								TABLET
ASPIRIN EC 81 MG TABLET	S 07/02/20		30 🜩	. 🜩 Tablet	÷	V Prescribed	🗑 🕼 🖶 🗶 💕 🍈 🖉 🗑	Prescribed on 07/02/20
Asthma (1)								By Martin, Jay
DULERA 200 MCG/5 MCG INHALER 200-5 MCG/ACTUATION	S 09/10/10			. 😫 İnhaler	•	✓ Pending	🛯 🖗 🖶 🖈 💕 🗎 🗘 👑 🖻	Diagnosis
Lipotropics (2)								Last Action On
Figure 9) The Gr	oup By	list ar	nd the	Set to all	section		

- S. In the S column, select the check box for the prescription that you want to select.
- **Drug**. The **Drug** column displays the name and other details of the prescribed drugs.

You can also see the following information in the **Drug** column:

• **Type of Request**. Below the name of the drug, you can see if the type of the prescription request is **Order**, **Refill**, **Authorization**, **Discontinue**, or **Change**.

The requester is enclosed in parentheses and appears beside the type of request.

S Drug	Start SIG	Days	Qty. Unit	Refill	Pharmacy (?)	Status	
(1)	🤗 🖍 🖴 🔺	Last Visit: 08/12/19 Next Appt:					Review:
> 🔄 guaifenesin 200 mg CAPSULE	S 05/19/20		. 🗢	-	1.4.1.F. (1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1	V Pending Req.	Rē
Change (Pharmacy)	🖌 10/07/20 Ass. D	r: V			A REPORT OF A PROPERTY.	v <u>Change</u>	
Figure 10 The	requester	appears besid	e the t	ype of	request.		





• Note. Point to the Note symbol to view the note for the prescription request.

If there is no existing note, you can see the blank **Note** symbol instead. Click this symbol to add a new note.

- **Priority**. Below the name of the drug, you can see the priority level for the prescription request (Low, Medium, High, or Emergency).
- **Drug Schedule**. For scheduled drugs, the drug schedule appears to the right of the drug name.
- Change to Self and edit. Click the Change to Self and edit symbol beside the drug name to indicate that you prescribed the prescription.

Note:

If you click the **Change to Self and edit** symbol \square , it is replaced with the **S** symbol \square . On the **Prescription** screen, the **By** list is also set to **Self**.

- **Start**. The **Start** column shows the starting date of when the medication is administered.
- SIG. The SIG column shows the instruction on how the drug should be taken.

You can also view and select the assigned provider in **Ass. Dr** list under the **SIG** column.

- Days. In the Days column, set the number of days that the drug should be taken.
- **Qty**. In the **Qty**. column, set the quantity of drugs that should be taken.
- Unit. The Unit column displays the unit of drug that should be taken.





- **Refill**. In the **Refill** column, set the applicable number of refills for the drug.
- **Pharmacy**. From the **Pharmacy** list, select the applicable pharmacy.

You can view the pharmacy's phone and fax numbers in the **Pharmacy** list.

• **Status**. The **Status** column shows the prescription status, which indicates if the prescription is prescribed, sent via eSend or fax, or has a pending request.

The **Error** status appears if the transmission is not successful. Point to the **Error** status bar to view the error message. You can also click the **Error** status bar to resend, print, or fax the prescription requests.

Note:

Printed prescriptions are labeled as **Printed** in the **Status** column.

Expired requests are labeled as **Expired** in the **Status** column.

You can also access the following functionalities in the **Status** column based on the type of request:

- Change. For change requests, click Change to change the prescription.
- **Discontinue**. For discontinuation requests, click **Discontinue** to discontinue the prescription.
- **Create**. For authorization requests, click **Create** to create manual prior authorization or electronic prior authorization.



					Softwa
Penicillins (1)					
AMOXICILLIN 250 MG	CAPSULE 🚺 05/06/	20 1 Capsule(s) every morning, 1 30 - 2	10 🚔 139 Pharmacy	Pending Req.	🖶 🖊 🖿 🗎 🗘 😃 🗟
Authorization	🖹 High 🧹 12/17/2	10 Ass. Dr: Kent, Kris 🗸	139 Pharmacy	Create Manua	
(Pharmacy)		10 Ass. Dr: Kent, Kris 🗸	139 Pharmacy	V	

• **Prescribe**. Click **Prescribe** for new requests in the **Other Request** row.

Note:

authorization

Manually entered new prescriptions appear in the **Other Request** row without a status.

After you click **Prescribe**, the status of the new prescription changes to **Prescribed** and no longer appears in the **Other Request** row.

Electronic prescription requests are automatically added, and the status appears as **Electronic Rx Request**.

Electronic prescription requests are automatically assigned to the last provider who approved a prescription request.

- **Approve/Deny**. Click the **Approve/Deny** toggle button to approve or deny refill requests.
- Add Request. Click the Add Request symbol Sector to add a refill, change, or discontinue request.
- Add PA Request. Click the Add PA Request symbol 🕅 to add a prior authorization request.
- Approve & Print. Click the Approve & Print symbol 🖬 to approve and print the prescription request.



17 | Prescription

Intelligent



- Approve & Send. Click the Approve & Send symbol <a> to approve and send the prescription request.
- Edit. Click the Edit symbol roopen the Edit Prescription window and edit the prescription.
- Copy and Edit. Click the Copy and Edit symbol L to copy a prescription request.

If you select the **Copy & Edit** option, the system will ask if you want to discontinue the old prescription.

- Change. Click the Change symbol 💋 to change the prescription.
- Discontinue. Click the Discontinue symbol 🚢 to discontinue the prescription.
- **Delete**. Click the **Delete** symbol **Delete** the prescription.

Note:

Only prescriptions that are added in the current visit note can be deleted.

A prescription that is added from another visit note cannot be deleted.

The **Delete** symbol $\boxed{1}$ appears in gray to signify that the prescription cannot be deleted.

- View Selected Documents. Click the View Selected Documents symbol 🖄 to view patient documents.
- Click here to mark the Request done. Click the Click here to mark the Request done symbol [™] to mark the request as done.





Requests from Surescripts, IMS CarePortal, and IMS Patient App cannot be marked as done.

Only manually added requests can be marked as done.

(T)his Visit Tab. You can view the prescriptions that are added for the current visit in the (T)his Visit tab.

In the (T)his Visit tab, you can find the following:

- **Drug**. The **Drug** column shows the name of the drugs added for the current visit.
- Status. The Status column shows the status of the prescription.
- Effect. Select the applicable effect for the prescription from the Effect list.
- Note. Type a note in the Note section.



Figure 12 In the (T)his Visit tab, select the applicable effect from the Effect list, and then type a note in the Note section.





Changed/DC Tab. You can view the changed and discontinued prescriptions in the **Changed/DC** tab.

In the **Changed/DC** tab, you can find the following:

			Prescription [Herein 1996	Contraction of the second		
ent (?)					Select Payer:	🔽 🦁 Ch. PA req. 🚺 Start eP
t Appt Date:		Height:	Allergy:		✔ Signatuare 📴 Rx/Lab/Vital 🔅 S	urescripts Rx History 📕 History 🔻 Go To
st Visit Date		Weight:	Age:			
	🖹 (T)his Vis					
3	Date D	rug	Qty. SIG	Start Date Discontinue Reason	DC Status Approved/Deni	ed Date Pharmacy Note
TROPICS:	12/16/20 15	SCOL 20 MG CAPSULE	60.00 test	12/16/2020 Adverse Reaction		
· 🗹	12/10/20 LE	SCOL 20 MG CAPSOLE	60.00 test	12/10/2020 Advese readulor		
					Activate W	/indows
Charles Co. Ch	ange D=DC					
orailus C= Ch	iange D=DC				Go to System	in Control Panel to activate Windows.
create New	10-1-					
	Beconti	nue 🔝 Reconcile				V Ok X Canc

Figure 13 The Changed/DC tab in the Prescription window

- S. The S column shows the status of the drug.
- Date. The Date column shows the date when the drug was changed or discontinued.
- **Drug**. The **Drug** column displays the name of the discontinued or changed drug.
- **Qty**. The **Qty**. column shows the quantity of the drug.
- SIG. The SIG column shows the instruction on how the drug was previously taken.





- **Start Date**. The **Start Date** column shows the starting date of when the medication was previously administered.
- **Discontinue Reason**. The **Discontinue Reason** column shows the reason the drug was discontinued.
- DC Status. The DC Status column shows the status of the discontinued drug.
- Approved/Denied Date. The Approved/Denied Date column shows the date when the drug was approved or denied for change or discontinue.
- **Pharmacy Note**. The **Pharmacy Note** section displays notes from the pharmacy.
- **Create New**. Click the **Create New** symbol 🕶 to create a new prescription.
- Recontinue or Create New. Right-click the applicable drug, and then select
 Recontinue to recontinue a discontinued drug or Create New to create a new prescription.

Recontinue is only applicable to discontinued drugs that are discontinued on the current day.

•			Prescripti	ion				? ×
Patient (?)	2 (s	elect Payer:	🗸 💟 Ch. PA req. 🚺	Start ePA
Next Appt Date:	Height:	Allergy: Decadron 4mg			✓ Sig	natuare 🗟 Rx/Lab/Vital	Surescripts Rx History	🔌 History
Last Visit Date: 06/27/20	Weight:	Age:						_, .
🕅 (A)ctive Rx 🛛 👋 Changed/								
S Date Dru	Ig	Qty. SIG	Start Date	Discontinue Reason	DC Status	Approved/Denied Date	Pharmacy Note	
ION-OPIOID ANALGESICS:								
D 🕀 12/17/20 PAIN	RELIEF 160 MG/5 ML LIQUID	5.00 Inhale 1 to 2 puffs every 4-6 hours as	12/15/2020					
	Recontinue	needed						
LUCOCORTICOIDS:	Create New							
	ROCOR	60.00 Apply 1 drop(s) to hands daily for Days 11						

Figure 14 Right-click the applicable drug, and then select **Recontinue** to recontinue a discontinued drug or select **Create New** to create a new prescription.





Right Pane

The right pane of the **Prescription** window shows the request information of the selected prescription from the **(A)ctive Rx** tab.

In the right pane, you can access the following functionalities:

- View Drug Education. Click the View Drug Education symbol to view the drug information in the Drug Information window.
- Click here to open weblink for patient education. Click the Click here to open weblink for patient education. symbol to view relevant health information from the web.
- Click here to add the drug into This Visit. Click the Click here to add the drug into This Visit symbol 📲 to add the selected drug into the (T)his Visit tab.
- **Condition**. Click the **Condition** symbol 🗟 to open the condition list where you can select the patient's condition for the current visit.

Note:

The **Condition** symbol is only available if you add the selected drug into the **(T)his Visit** tab.

- **Prescribed on** *Date*. In the **Prescribed on** *Date* section, you can view the date when the drug was prescribed.
- **Diagnosis**. In the **Diagnosis** section, you can view the diagnosis which the drug is prescribed for.





• Last Action On. In the Last Action On section, you can view the date when the last action was taken for the prescription.

You can also view the name of the provider who performed the last action.

- Last Transmission On. In the Last Transmission On section, you can view the date of last transmission, the name of the pharmacy, the pharmacy address, and the type of transmission.
- **Rx Fill Indicator**. Click the **Rx Fill Indicator** symbol **o** to select the status of the prescription fill indicator in the **Rx Fill Indicators** window.
- Last Fill. In the Last Fill section, you can view the date when the drug was last refilled.
- **PA Required**. In the **PA Require**d section, you can view if the prescription requires a prior authorization.
- **ePA Status**. In the **ePA Status** section, you can view the status of the electronic prior authorization.
- **ePA Outcome**. In the **aPA Outcome** section, you can view the applicable response for the electronic prior authorization.





lext Appt Date: Height: Last Visit Date: <u>12/16/20</u> Weight:	Allergy: Age:				5	🖌 Signatuare 📑	x/Lab/Vital	Surescripts Rx History 🛚 腾 Histo
(A)ctive Rx 😃 Changed/DC	Group By: Drug Class	V			Set to all: Days:	🕈 Qiy.: 🕞	Refilt 🔄 Ph	narmacy (?) 🗸 🗸
-	Start SIG	Days	Qty. Unit	Refill Pharmacy(?)	Status			ASPIRIN EC 81 MG 🛛 🗳
Anticoagulants (1) ASPIRIN EC 81 MG TABLET S 07	/02/20	30 🜲	🗢 Tablet	÷			e - E	TABLET Prescribed on 07/02/20
Asthma (1)	702720	30	. I ablet		Prescribed	8804		By Martin, Jay
	1/10/10	÷	. 韖 Inhaler	÷	✓ Pending	****	r 🕒 🗘 🖑 🖻	Diagnosis
Lipotropics (2)								Last Action On
LESCOL 20 MG CAPSULE 5 07	/28/20	30 🜲	😂 Capsule	÷	Prescribed	8 🐼 🗟 🔺 🛛	r 🕒 🗘 📲 🗊	07/02/20(Approved) by Jay, Martin
LOVASTATIN 10 MG TABLET S 07	/28/20	30 🜩	. 🖨 Tablet	÷	Prescribed		r 🕒 🗘 📲 🗟	Last Transmission On
Psychostimulants-antidepressants (1)								Rx Fill Indicator 👩
CELEXA 20 MG TABLET 5 06	/27/20	30	😂 Tablet	* *	V Prescribed	- C A - A - A - A - A - A - A - A - A -	r 🕒 🗘 📲 🖻	
Urinary Antibacterials (1)								Last Fill
MACRODANTIN 25 MG CAPSULE S 06	/23/20	30 🜩	. 🖨 Capsule	÷	 Pending 	. 34	r 🕒 🗘 4 🖻	
Authorization 🗋 Low 🗸 06 (Pharmacy)	/23/20 Ass. Dr: Martin, Jay	*			v <u>Create</u>		Ø	PA Required
								ePA Status
								ePA Outcome
						Activat	e Windows	
elect Today's Rx Select All Deselect All						Go to Su	tem in Control	anel to activate Windows.

Figure 15 The right pane of the Prescription window

Lower Pane

In the lower pane, you can add, delete, approve, deny, or reconcile prescriptions. You can also access **Drug Checking** in the lower pane.

Use the following lower pane functionalities if you want to perform an action for multiple prescriptions at once:

- Add. Click Add to add a new prescription in the (A)ctive Rx tab.
- Delete. Click Delete to delete an item in the (A)ctive Rx tab, and in the (T)his Visit tab.
- DC. Click DC to discontinue the prescription.
- Drug Checking. Click Drug Checking to open the Drug Checking window.





- Approve Refill. Click Approve Refill to approve prescriptions.
- **Reconcile**. Click **Reconcile** to open the **Reconciliation** window.
- Add Rx Request. Click Add Rx Request to add a new prescription request.
- Fax/Print/RxFill. Click the Fax/Print/RxFill to fax, print, or send prescriptions.



Using the **Fax/Print/RxFill** options, you can perform an action for all the selected prescriptions or for all of the day's prescriptions.

- Send. In the (A)ctive Rx tab, click Send to send prescription requests.
- **Req. NewRx**. In the **(A)ctive Rx** tab, click **Req. NewRx** to add a new prescription request.

When you click **Req. NewRx**, the system adds a new prescription request in a new row under **Other Request**.





		Prescription		erinne ungeri	- West and state	THE OWNER AND ADDRESS	ner verste stat		
atient (?)	8							Select Payer:	
ext Appt Date:	Height:	Allergy:					Signatuare	Rx/Lab/Vital	-le · ·
ast Visit Date: <u>12/16/20</u>	Weight:	Age:							Surescripts
(A)ctive Rx 🛛 (T)his Visit	ultraced/DC	Group By: Dr	ug Class 🗸 🗸			Set to all:	Days: 🔶	Qty.: 🚖	Refill: 🚖
S Drug	Start	SIG	Days	Qty. Unit	Refill Ph	iarmacy (?)	Status		
Anticoagulants (1)									
ASPIRIN EC 81 MG TABLET	<mark>S</mark> 07/02/20		30 🜲	. 🜩 Tablet	‡ #1	Rx Liberty Pharmacy Disc 🗸	Prescribed	88012	📑 🗘 🤚 🗊
Asthma (1)									
DULERA 200 MCG/5 MCG INHALER 200-5 MCG/ACTUA	5 09/10/10 FION		×	🖨 Inhaler	‡ #1	Rx Liberty Pharmacy Disc 😺	Pending	₿₽₽₽ ₽	🏥 🗘 😃 🖻
Lipotropics (2)									
LOVASTATIN 10 MG TABLET	<mark>S</mark> 07/28/20		30 🜲	2. 🜩 Tablet	‡ #1	Rx Liberty Pharmacy Disc 🧹	Pending Req.	₿₩₩	🍺 🗘 🖑 🗟
Order	Low 🗸 12/22/20	Ass. Dr: Fizgerald, jessy	¥		#1	Rx Liberty Pharmacy Disc 🗸			\square
LESCOL 20 MG CAPSULE	<u> </u>		30 🜲	. 🚖 Capsule	#1	Rx Liberty Pharmacy Disc 🗸	Prescribed	₩₽ ₽ ₽	 🕒 🗘 🐌 🗓
Psychostimulants-antidepres	sants (1)								
🗌 CELEXA 20 MG TABLET	<mark>S</mark> 06/27/20		30 🜲	≑ Tablet	‡ #1	Rx Liberty Pharmacy Disc 🗸	Prescribed	88042	🍺 🗘 🤚 🗟
Urinary Antibacterials (1)									
MACRODANTIN 25 MG CAPS	ULE <mark>S</mark> 06/23/20		30 🜲	. 🖨 Capsule	‡ #1	Rx Liberty Pharmacy Disc 🗸	Pending	😰 👼 🖊 🕅	🍺 🗘 🤚 🖻
Authorization 🗋 (Pharmacy)	06/23/20	Ass. Dr: Martin, Jay	~		#1	Rx Liberty Pharmacy Disc 🗸	<u>Create</u>		ſ.
Other (0)									
ther Request (0)									
NewRx Req. Drug: CELEXA 40 M	IG TABLET 🔍 🔍	Ass. Dr: Martin, Jay	¥ 🔶		‡ #1	Rx Liberty Pharmacy Disc 🧅		2 8	
Emerç V Note:				Req	From: Pharma	y 🗸 Add Doc. Att	ach Doc.		
						Lancas			
								Activate	Window
elect Current Visit's Rx Selec	t All Deselect All							Go to Syst	em in Contr
Add 📲 DC 🗦	Drug Checking 🛛 🕅 Ar	oprove Refill 🔝 Recon	oile 🚮 Add P.	Request 🧭 F	au/Drint/D-Fi	- A Sand	ą. NewRx		
Add 🖊 DE 🗸	Drug Checking N A	plote neilli 🔤 necon	Cile Mud Hy	s nequest 📀 F		• 🖌 senu 💽 Ke	1. Newnx		

Figure 17 If you click Req. NewRx, the system adds a new prescription request in a new row under Other Request.

The Rx Management Window

In the **Rx Management** window, you can manage all prescription requests. Electronic prescription requests are directly added to the **Rx Management** window. Other prescription requests from fax documents can also be added in the **Rx Management** window through the **Fax/HIE Received** window.

The **Rx Management** window consists of three parts: the gold bar, the center pane, and the lower pane.



					Rx Manage	ement						- • ×	
Request (109) Rx Tracking	ePA Tracking	Scheduled R:	×										
Patient(?)	From: 00/00/00 🜩	To: 00/00/00	Office Group:	Office(?)	Priority:	Status: Pending	Type:	Assigned To:	Recei	ived From:	🔀 Retrieve	Dashboard	Gold ba
S Drug		Start SI		Days	Qty. Unit	Refill	Pharmacy (?)	Status		^ a	moxilin	单 🚺	1
(1) Entry (Contraction)		🤗 🖡 🗳	Last Visit: 12/14						Review: 🔁 🖭 🚧 🛍				
> 🔄 amoxilin	<mark>S</mark> 1	2/14/20 Inha	ale 1 pufftwice a day	30 🔶 5.6	66666 💠 Ampule	1	23 Pharmacy	Pending Req.	😰 🖶 🖈 💕 🕒 🗘		rescribed on 12/1 v Doc1 1234, Kris	4/20	
Order	Low 🗸 12	2/14/20 As:	s. Dr: Doc1 1234, Kris	¥		1	23 Pharmacy	¥					
(1) It is a second second second second		🤗 🖡 🖆	Last Visit: 10/16	/20 Next Appt:					Review: 🔂 😭 🚧 🛍		liagnosis		
PROAIR HEA 90 MCG INHA MCG/ACTUATION	LER SO	3/31/14		*	1. 🜩	-		V Pending Req.	🕅 🗟 🔺 🖹 🗘		ast Action On		
Order	Low 🗸 11	1/24/20 As:	s. Dr. ABC, ABC	*				*			2/14/20(Approved)	by Kris Doc1	
and weighten and	(1)	🤗 👫 🖆	Last Visit: 11/27	/20 Next Appt:					Review: 📴 🖭 📝 🛍		234	by rais, boor	
BUPRENORPHINE 7.5 MCC PATCH MCG/HOUR	G/HR 📑 <mark>5</mark> 1	1/09/20 This	s is DB crashing	60 🌲	1. 🜩 Patch	÷4	\etna Home Delivery	v Pending Req.	😰 🖶 🖈 😰 🕒 🗘		ast Transmissio		
Order	Low 🗸 11	1/09/20 As	s. Dr: Fizgerald, jessy	¥		ł	Aetna Home Delivery	~		r R	x Fill Indicator	•	Center parte
(1) 1996 (1996) (1997)		9 🚯 🖆	Last Visit:	Next Appt:					Review: 🔂 😫 🚧 🛍		ast Fill		
1ST CHOICE THIN LANCET	'S <mark>S</mark> O	7/24/20		30 🜩	8. 😄	÷		V Pending Req.	🕅 🔁 🛪 💕 🏥 🗘		astriii		
Authorization (Pharmacy)	🖹 Low 🥥 07	7/24/20 As	s. Dr: Can'ady, Jay"ye2	v				✓ Pending	k 🗹	Р	A Required		
Order	Low 🗸 11	1/10/20 As	s. Dr: Martin, Jay	¥				~		r 🛛			
		2 🍋 🗳	Last Visit: 07/17	/20 Next Appt:					Review: 🔀 🖭 🚧 🙀	e	PA Status		
LESCOL 20 MG CAPSULE	<mark>S</mark> 0	7/08/20 test		30 🜩	90. C Applicatorf	÷ l	awrence Academy F	Rx 10.6 👽 Pending Req.	R ō 4 2 🖹 🗘		PA Outcome		
Change (Pharmacy)	🗋 Low 🗸 05	9/28/20 As:	s. Dr: Zane, Zane	¥		L	.awrence Academy F	1x 10.6 V Change		r - 11-			
LESCOL 20 MG CAPSULE	- Annual	9/25/20 test		30 -	90. + Applicatorf	i i i	.awrence Academy F	Rx 10.6 V Pending Reg.	🕅 🗟 🖉 🖹 🗘	_			
Order	Low U	9/25/20 Av-	s, Dr; Zane, Zane	~	takar i	- Columbia	awrence Academy F			_			
Select Current Visit/Today's I							,		Activate Wind				
DC RADDrove Re	efill 🧭 Fax/Pri	at /DaCill 🔻	Cond						Go to System in C	ontrol Pa	nel to activate	Windows.	Lower pane

Gold Bar

On the gold bar, you can filter the prescription requests that you want to appear in the center pane using the different filter criteria.

The functionalities of the gold bar depend on the selected tab in the center pane.



Center Pane

The center pane consists of four tabs: the **Request** tab, the **Rx Tracking** tab, the **ePA Tracking** tab, and the **Scheduled Rx** tab.





Request Tab. The **Request** tab of the **Rx Management** window is similar to the **(A)ctive Rx** tab of the **Prescription** window. However, the **Request** tab has added functionalities.

•					Rx Manage	ment							- • ×
Request (109) Rx Tracking	ePA Tracking Sche	duled Rx											
Patient (?)	From: To		Office Group:	Office(?)	Priority:	Status:	Ту		Assigned To:		Received Fro		
All	00/00/00 🚖 0	0/00/00 🚖	Al 🗸	All	Al 🗸	Pending	V AI	~	All	💱	All	V 🔁 Retrieve	Dashboard
S Drug	Sta			Days	Qty. Unit	Refill	Pharmacy (?)		Status		^	amoxilin	🗳 🚺
	9		.ast Visit: <u>12/14/2</u>				100 0		_	Review: 🔂 🖭			
> amoxilin	_		uff twice a day		6666 💠 Ampule	÷	123 Pharmacy		Pending Req.	▓Ӛ⋞⋭		Prescribed on 12/14 By Doc1 1234, Kris	1/20
Order			Doc1 1234, Kris				123 Pharmacy		~			Diagnosis	
PROAIR HEA 90 MCG INHA			.ast Visit: <u>10/16/2</u>							Review: 🔂 🖭			
MCG/ACTUATION	LER 5 03/31/	14		-	1. 🜩	÷			 Pending Req. 	▓Ӛ⋞⋭	🕒 🗘 📲	Last Action On	
Order	Low 🖌 11/24/	20 Ass. Dr.	ABC, ABC	v					~			12/14/20(Approved)	by Kris, Doc1
weige weigen weigen in eine	A.00 1		.ast Visit: <u>11/27/2</u>	20 Next Appt:						Review: 🗟 🖺	2 🔍	1234	
BUPRENORPHINE 7.5 MCC PATCH MCG/HOUR	G/HR 📑 🗧 11/09/	20 This is DB	crashing	60 🜲	1. 🜩 Patch	-	Aetna Home De	livery	Pending Req.	▶ 🐼 🗗 🔺 🔽	🍺 🗘 🤚 👘	Last Transmissior	
Order	Low 🗸 11/09/	20 Ass. Dr.	Fizgerald, jessy	~			Aetna Home De	livery	×			Rx Fill Indicator	0
	9	K 😫 🛛 I	ast Visit:	Next Appt:						Review: 🛃 😭	2 🔍	Last Fill	
1ST CHOICE THIN LANCET	'S <mark>5</mark> 07/24/	20		30 🜩	8. 🜩				Pending Req.	₿ ∂ ∢ ₽	🏥 🗘 🤚 👘	Last Fill	
Order	Low 👽 11/10/	20 Ass. Dr.	Martin, Jay	~					~				
Authorization (Pharmacy)	🖹 Low 🗸 07/24/	20 Ass. Dr.	Can'ady, Jay"ye2	v					✓ Pending	*	Ø	PA Required	
The second strength of the	(2) 🧟	R 😫 🛛	.ast Visit: <u>07/17/</u> 2	20 Next Appt:						Review: 🔂 🖭	2 🔍	ePA Status	
LESCOL 20 MG CAPSULE	S 07/08/	20 test		30 🜩	90. 🗢 Applicatorf	÷	Lawrence Acad	emy Rx 10.6	 Pending Req. 	Rodz	₽ \$	ePA Outcome	
Change (Pharmacy)	🗋 Low 👽 09/28/	20 Ass. Dr.	Zane, Zane	*			Lawrence Acad	emy Rx 10.6	v Change				
LESCOL 20 MG CAPSULE	<mark>5</mark> 09/25/	20 test		30 🜲	90. 💠 Applicatorf	-	Lawrence Acad	emy Rx 10.6	Pending Req.	8042	🍺 🗘 😃		
Order		20 Ass Dr	Zane. Zane	v			Lawrence Acad	emv Rx 10.6	v		1		
Select Current Visit/Today's I										Activate \			
👋 DC 🛛 🕅 Approve Re	efill 🮯 Fax/Print/R	sFill 🎽 🖪	Send							Go to Syster	m in Control	Panel to activate	Windows.

Figure 20 The Request tab in the Rx Management window

In the **Request** tab, you can access the following added functionalities:

• Gold Bar. On the gold bar, select the applicable filter criteria, and then click Retrieve.

On the gold bar, you can find the following:

- Patient. Click the red question mark 🛿 beside Patient to select a patient.
- From and To. Select a date in the From and To section to search for a prescription within specific dates.
- Office Group. From the Office Group list, select the applicable office group.





- Office. Click the red question mark 🕅 beside Office to select the applicable office.
- **Priority**. From the **Priority** list, select the applicable priority.
- Status. From the Status list, select the applicable status.
- **Type**. From the **Type** list, select the type of requests that you want to show in the center pane.
- Assigned To. Click the Assigned To symbol 🕃 to open the Select Provider window where you can select the applicable employees.

The system shows the logged-on user in the Assigned Dr box by default.

- **Received From**. From the **Received From** list, select the prescriptions that you want to appear in the center pane based on where the request was sent from.
- Dashboard. Click the Dashboard button on the gold bar to open the Rx Request Dashboard window where you can view the prescription requests for all providers. You can also view the type of requests and the aging status for each prescription request in Rx Request Dashboard.

You can click the aging count to view the indicated prescription requests in the **Rx Management** window.





ployee: All	.			
] Request Type	0-1 Day	2-3 Days	4-5 Days	5+ Days
MARKE / MARKE				
Order	0	0	0	1
Discontinue	0	0	0	1
Human and Annual				
Change	0	0	0	1
Discontinue	0	0	0	1
Refill	0	0	0	2
Hostolik Alexan				
Authorization	0	0	0	2
LEARNING TO THE COMPLEXION				
Authorization	0	0	0	1
Order	0	0	0	1
(Base) (19398), (Base)				
Order	0	1	0	4
1981 (1984a), 1984a)				
Order	0	0	0	2
Hangerande (george				
Authorization	1	0	0	0
Refill	0	0	0	4
New	0	0	0	1
Order	0	2	0	Z
Human (Hanaki				
Order	n	n	0	4

Figure 21 In the Rx Request Dashboard window, click the aging count to view the indicated prescription requests in the Rx Management window.

- **Prescription Requests Count**. Beside the patient name, you can see the number of prescription requests for each patient.
- **Patient**. Click the **Patient** symbol ² to access other windows or modules in IMS that hold information about the patient.
- Open Patient Contact Detail(s). Click the Open Patient Contact Detail(s) symbol
 to open the Open Patient Contact Details window where you can view the patient's contact information.
- Chart View. Click the Chart View symbol 🖴 to open the patient chart window.





- Allergy. Point to the Allergy symbol 🙆 to view the patient's allergy.
- Last Visit Date. Click the Last Visit date to open the Visit Note Summary window.

The Last Visit date appears in blue if it is within two months from the current month. Otherwise, the Last Visit date appears in red.

- Schedule an Appointment. Click the Schedule an Appointment symbol III to open the Scheduler window where you can schedule the patient's appointment.
- Vital/Lab. Click the Vital/Lab symbol ^B to open the Lab Result Comparison window where you can view the comparison between laboratory results and the patient's vitals.
- Document(s). Click the Document(s) symbol
 to open the Patient
 Document(s) window.





- VN Compare. Click the VN Compare symbol 2 to open the Compare Visit Note(s) Information for Patient Patient Name window.
- **Prescription**. Click the **Prescription** symbol **k** to open the **Prescription** window.

You cannot edit a pharmacy for Surescripts requests.

• Add. For refill requests, click the number button in the Add section that corresponds to the refill quantity that you want to add.



- **Print**. For refill requests, click the **Print** button to open the **Approve/Deny Rx Renewal** window where you can approve and print the applicable refill request.
- Send. For refill requests, click the Send button to approve or deny the applicable refill request.

Note:

The Add, Print, and Send buttons work without marking the S check box.

- Select Today's Rx. Click Select Today's Rx in the lower-left corner of the Request tab to select the prescription requests that are added on the current day.
- Select All. Click Select All to select all the prescription requests.
- **Deselect All**. Click **Deselect All** to clear the selected prescription requests.





In the **Request** tab of the **Rx Management** window, take note of the following:

- Prescription requests sent through calls from the pharmacy or patient are manually inputted.
- You cannot edit the **Pharmacy** box for Surescripts requests.
- You cannot delete system-generated requests. Only manual requests can be deleted.

Rx Tracking Tab. In the **Rx Tracking** tab, you can view the status of prescription change requests, refill requests, and renewal requests that are sent to the pharmacy.

You can also access the following functionalities in the **Rx Tracking** tab:

• Gold Bar. On the gold bar, select the applicable filter criteria, and then click Retrieve.

On the gold bar, you can find the following filter criteria:

- From and To. Select a date in the From and To section to search for a prescription within specific dates.
- **Patient**. Click the red question mark **(?)** beside **Patient** to select a patient.
- **Pharmacy**. Click the red question mark ⁽²⁾ beside **Pharmacy** to select the applicable pharmacy.
- Office. Click the red question mark ⁽²⁾ beside Office to select the applicable office.
- **Provider**. Click the red question mark ⁽²⁾ beside **Provider** to select the applicable provider.





- **Status**. From the **Status** list, select the status of prescriptions that you want to show in the center pane.
- **Trans. Type**. From the **Trans. Type** list, select the applicable transmission type.
- **Message Type**. From the **Message Type** list, select which prescriptions to show in the center pane based on the Surescript message.
- Note. Point to the note symbol at to view the prescription notes. You can click the same symbol to edit the note.

You can click the blank note symbol \Box to add a new note.

- Status. In the Status column, you can view the status of the sent prescription requests.
- Sent Via. In the Sent Via column, you can view the type of service used to send the prescription request.
- **Created Date/Time**. In the **Created Date/Time** column, you can view the date and time when the request was sent.
- **Patient**. In the **Patient** column, you can view the name of the patient for whom the prescription request was sent.
- **Pharmacy**. In the **Pharmacy** column, you can view the applicable pharmacy for the prescription request.
- Fax No..In the Fax No. column, you can view the applicable fax number of the pharmacy.
- Office. In the Office column, you can view the applicable office for the prescription requests.





- **Provider**. In the **Provider** column, you can view the applicable provider for the prescription request.
- **Drug**. In the **Drug** column, you can view the drug name.
- **Drug Schedule**. The Drug Schedule appears on the right side of the drug name.
- **Created By**. In the **Created By** column, the system displays the name of the employee if the prescription request is manually created.

The system displays **system** if the prescription request is system-generated.

- Sent Date/Time. In the Sent Date/Time column, you can view the date and time when the prescription request was sent.
- View Surescripts Message. Point to the View Surescripts Message symbol 🖄 to view the Surescripts response.
- View History. Click the View History symbol 📅 to open the eSend History window.



							Rx Manageme	ent				
quest (95)	Rx Trac	ing ePA Tra	cking Schedule	i Bx								
	To Date: 10/09/20	Patient		Pharmacy (? \)	Office (?) All	Provider (?) All	Status: Pending/Error	Trans. Type:	Message Ty	pe:	
Str	atus Ser	t Via	Created Da	e/Time Pa	tient		Pharmacy		Office	Provider	Drug	Created By
1 🗌 Pen	iding Fax	· 🖄	10/09/2020 0			0002517)	Medidiue Rupid Chric	(000)	WEEKCHTT.	Canty, Kiris	LISINOPRIL 5 MG TABLET	system
> 🗌 Pen	iding Fa	د <u>الأم</u>	10/09/2020 0	7:32 AM	(PT00000	335)	139 Pharmacy		WERLETT	Carity, Kilo	MAXAIR AUTOHALER 0.2 MG AERO	system
New Rx I	R = Renewa	Response	ng screen are introdu C = RxChange Resp Done= Resolved by	onse D = CA	NBX RF = B		view the Print and Fax reco				ords for the prescription will not be visible in the <mark>#</mark> Drug schedule No of Row(s): 2	

Figure 24 The Rx Tracking tab in the Rx Management window

ePA Tracking Tab. In the **ePA Tracking** tab, you can view prior authorization requests.

In the **ePA Tracking** tab, you can see the following:

• Gold bar. On the gold bar, select the applicable filter criteria, and then click Retrieve.

On the gold bar, you can find the following filter criteria:

- From and To. Select a date in the From and To section to search for a prescription within specific dates.
- Patient. Click the red question mark ⁽²⁾ beside Patient to select a patient.
- Office. Click the red question mark 17 beside Office to select the applicable office.




- **Provider**. Click the red question mark **1** beside **Provider** to select the applicable provider.
- **Status**. From the **Status** list, select the prior authorization status that you want to show in the center pane.
- **Outcome**. From the **Outcome** list, select the prior authorization outcome that you want to show in the center pane.
- **Type**. From the **Type** list, select the type of prior authorization that you want to show in the center pane.
- **Type**. In the **Type** column, the system displays **P** for Prospective ePA and **R** for Retrospective ePA.
- **ePA Type**. In the **ePA Type** column, the system displays **E** for ePA-connected payer and **F** for classic or fax payer.
- Status. In the Status column, you can view the status of the ePA request.
- **Outcome**. In the **Outcome** column, you can view the outcome of the ePA request.
- **Patient**. In the **Patient** column, you can view which patient the ePA request is for.
- Office. In the Office column, you can view the applicable office for the ePA request.
- **Provider**. In the **Provider** column, you can view the name of the applicable provider.
- **Drug**. In the **Drug** column, you can view the drug name.





- **PBM**. In the **PBM** column, you can view the pharmacy benefit manager of the patient's health insurance.
- **Pharmacy**. In the **Pharmacy** column, you can view the applicable pharmacy.
- Effective Date. In the Effective Date column, you can view the effective date of the prior authorization.
- **Expiration Date**. In the **Expiration Date**, you can view the expiration date of the prior authorization.
- **Created Date**. In the **Created Date**, you can view the date the prior authorization request was created.
- **Created By**. In the **Created By** column, the system displays the name of the employee if the authorization request is manually created.

The system displays **system** if the authorization request is system generated.

- Edit or View PA in browser. Click the Edit or View PA in browser symbol M to edit prior authorization.
- View PDF form of PA request. Click the View PDF form of PA request symbol to view the prior authorization in PDF format.
- View Details of PBM. Click the View Details of PBM symbol 🗟 to view the details of pharmacy benefit manager.

Scheduled Rx tab. In the Scheduled Rx tab, you can view the list of scheduled drugs prescribed to the patient.





In the Scheduled Rx tab, you can see the following:

• **Gold bar**. On the gold bar, select the applicable filter criteria, and then click Retrieve.

On the gold bar, you can find the following filter criteria:

- From and To. Select a date in the From and To section to search for a prescription within specific dates.
- **Provider**. Click the red question mark **1** beside **Provider** to select the applicable provider.
- Office. Click the red question mark 🕅 beside Office to select the applicable office.
- Patient. Click the red question mark (?) beside Patient to select a patient.
- **Drug Schedule**. Click the **Drug Schedule** symbol **I** to select applicable drug schedule in the **Select Drug Schedule** window.
- **EPCS**. Select the **EPCS** check box to show only the controlled substances that were electronically prescribed.
- **Provider**. In the **Provider** column, you can view the name of the provider who prescribed the scheduled drug.
- **Patient**. In the **Patient** column, you can view the name of the applicable patient.
- **Drug**. In the **Drug** column, you can view the name of the scheduled drugs.
- SIG. In the SIG column, you can view the instructions on how to take the scheduled drugs.





- Office. In the Office column, you can view the applicable office.
- **Start Date**. In the **Start Date** column, you can view the starting date of when the prescription is administered.
- **Days Supply**. In the **Days Supply** column, you can view the number of days that the drug supply should last before the next refill.
- Quantity. In the Quantity column, you can see the quantity of the prescribed scheduled drug.
- Next Refill. In the Next Refill column, you can see the date of the next refill.
- No. of Refill. In the No. of Refill column, you can see the number of refills that is prescribed for the drug.
- **Drug Schedule**. The drug schedule appears to the right of the drug name.



Lower Pane

In the lower pane, you can perform an action for multiple prescriptions at once.

In the lower pane, click the following functionalities:

• DC. Click DC to discontinue the selected drugs.





- Approve Refill. Click Approve Refill to approve the selected refill requests.
- Fax/Print/RxFill. Click the Fax/Print/RxFill to show the options to fax, print, or send prescriptions.
- Send. Click Send to send the selected prescription requests.
- Add Rx Request. Click Add Rx Request to open the Add Rx Request window where you can add a new prescription request.
- Mark as Done. In the Rx Tracking tab, click Mark as Done to mark selected prescription requests as done.

Requests from Surescripts, IMS CarePortal, and IMS Patient App cannot be marked as done.

Only manually added requests can be marked as done.

- Fax. In the lower pane of the **Rx Tracking** tab, click **Fax** to fax the applicable prescription requests.
- **Print**. Click **Print** to print the applicable prescription requests.
- **Re-send**. Click **Re-send** to send prescription requests that have a **Pending** or **Error** status.
- **Print List**. In the lower pane of the **Rx Tracking**, **ePA Tracking**, and **Scheduled Rx** tabs, click **Print List** to print the applicable lists.
- **Delete**. In the **ePA Tracking** tab, click **Delete** to delete the selected prior authorization requests.





Prescription End-User Functionalities

In the Prescription module, you can do tasks like creating a prescription, prescribing drugs to patients, and viewing the prescription history of patients.

Create a prescription

When you create a prescription, some details that are saved on the **Patient Master** screen automatically appear on the **Prescription** screen.

To create a prescription for a patient, follow these steps:

- 1. On the IMS menu bar, click **Activities**, and then click **Prescription**.
- 2. On the action toolbar of the **Prescription** screen, click the **New** symbol 🔨.

If a patient is not yet selected, search for and select the applicable patient in the **Search Patient** window.

3. Review the details that automatically appear in the **Case**, **Office**, **Provider**, and **Pharmacy** boxes

The current date automatically appears in **Prescribe** and **Start Date**. You can add or change the information as needed.

The NADEAN check box is automatically checked for drugs with the generic name **Buprenorphine**.

- 4. Enter the necessary information in the applicable sections.
- 5. Click the **Save** symbol 🗎 on the action toolbar.





To change some details in a prescription, open the **Prescription** screen > click the applicable prescription in the left pane > edit the necessary information in the center pane > and then click the **Save** symbol 🗎 on the action toolbar.

Add a prescription

You can prescribe a drug to a patient through the **Visit Note** screen. The prescribed drugs appear in the **Prescription** section in the center pane of the **Visit Note** screen.

To add a prescription, follow these steps:

- 1. On the IMS menu bar, click **Activities**, and then click **Visit Note**.
- 2. In the **Search Patient** window, search for and select the applicable patient, and then click **Ok**.
- 3. In the left pane of the Visit Note screen, click Prescription.
- 4. In the **Prescription** window, click **Allow Edit** in the lower pane, and then click **Add**.





*				Prescription			
Patient (?)	2					Select Payer:	v 💟 Ch.
Next Appt Date:		Allergy:			✓ Si	gnatuare 🗟 Rx/Lab/	Vital Surescripts R
Last Visit Date: <u>12/16/20</u>	Weight: Group By: Dru	Age: g Class			Set to all: Days: 🔷 G		Pharmacy (?)
S Drug	Start SIG	Days	Qty. Unit	Refill Pharmacy (?)	Status		ASPIRIN E
Anticoagulants (1)	otat ota	- Sayo	ery. one	Training T Training (1)	otatao		TABLET
ASPIRIN EC 81 MG TABLET	S 07/02/20	30 💠	. 🜩 Tablet	÷	V Prescribed 🥳	? 🐼 🖶 🖊 🖿 🗯 🗘	Prescribed
Asthma (1)							By Martin, Ja Diagnosis
DULERA 200 MCG/5 MCG INHALER 200-5 MCG/ACTUAT	09/10/10	÷.	💠 Inhaler	÷	y Pending 🥳	? 🐼 🖶 🗖 😰 🏥 🗘	
Lipotropics (2)							Last Action
LESCOL 20 MG CAPSULE	S 07/28/20	30 🜩	. 🗢 Capsule	÷	V Prescribed 📢	8 8 4 2 0 0	
LOVASTATIN 10 MG TABLET	S 07/28/20	30 🌲	. 🗢 Tablet	÷	Prescribed	8 🖶 🖊 🖿 🌔	
Psychostimulants-antidepress							Rx Fill Ind
CELEXA 20 MG TABLET	S 06/27/20	30 🌲	. 🗢 Tablet	÷	V Prescribed	? 🗟 🔁 🖉 🕒 🗘	
Urinary Antibacterials (1)							Last Fill
MACRODANTIN 25 MG CAPSU	_	30 🜲	. 🜩 Capsule	÷	V Pending 🧯		
Authorization 🗋 (Pharmacy)	Low 🗸 06/23/20 Ass. Dr:	Martin, Jay 🗸 🗸			✓ <u>Create</u>		PA Requir
							ePA Statu
							ePA Outco

Figure 26 In the lower pane of the Prescription window, click Add to open the Add Prescription window.

- 5. In the **Drug Search** box of the **Add Prescription** window, type the name of the drug that you want to add.
- 6. In the **Select Template** pane, search for a drug using the drug templates.





5	Add Prescr	ption [Patient:	Age: 12 year 11 month	3 week - Weight: 181 lbs]	? ×
Allergies: Penicillins,Benzoyl Peroxid	le,test,butterflies,ants				
Select Template:	Select drug from templates and cli	ck OK. Click Add Row to add dru	g not found in templates.		Select Payer: 🔽 🏹 🎨
Selected	Drug Search: cipro		2	Selected Drugs: 0	
Sample	Drug*(?)	rength SIG*(?	Dev	ys Refills Type	
SEDATING ANTIHISTAMINES					
NON-SEDATING ANTIHISTAMINES	CIPRODEX OTIC SUSPENSION 0.3-0.1 %	V 2-4 drop	s QID 🗸 🔽 🔽 7	🗧 🔶 Temp. 🗸 🗈	
NASAL SPRAYS		G. Size: 🛛 🗙 🔶	Qty.* 1	.l≑ Unit* 🗸	
EYE					
SKIN	Sta	t Date: 09/07/20 🚖 Rx By: Self	Pharmacy*(?)	¥	
Test		Note:		V 🕀	
LEUKOTRIENE MODIFIERS (LTM)	CIPRO HC OTIC SUSPENSION	1 displa) in both ears four 🗸 👘 📊 7-	🔹 🔶 Temp. 🗸 🗈	
INHALED CORTICOSTEROIDS (ICS)					
ICS / LABA COMBO		â. Size: 📃 🗙 😫		. 🜩 Unit" 🔍 🗸	
RESCUE (SABA)	Sta	t Date: 09/07/20 🜩 Rx By: Self	 Pharmacy*(?) 	~	
LONG ACTING BETA AGONIST (LABA)		Note:		V 🖨	
ANTICHOLINERGIC INHALERS					
ORAL STEROID	CIPRO 500 MG TABLET		by mouth two time: 🗸 👘 📊 👬 📶 10	and the second s	
ANTIBIOTIC Tablets	PK	6. Size: 🛛 🗙 🚖	Qty.*	. 🖨 Unit* 🔍 🗸	
ANTIBIOTIC Suspensions	Sta	t Date: 09/07/20 🚖 Rx By: Self	 Pharmacy*(?) 	×	Formulary Details:
COUGH		Note:		✓ ∯1	
MIGRAINE	Dj.M.	Hold.			Status:
GERD					
EAR EPIPEN					OTC: Supply:
XOLAIR					Generic:
ANTIVIBAL					
OTHER					
ANTIFUNGAL					
Steve					
Test 10 in day supply					
rescroin day suppy					
	Note: Users are advised to exert cautio	n while entering the NDC codes themse	lves for the drugs unavailable in the IMS da	atabase. Act	vate Windows
	IMS will not bear any responsibility for th	e same.		Go tr	System in Control Panel to activate Windows.
D _x Show Drug By Patient Dx		Dosage Calculator 🖨 Add F	low 🌍 Delete Row 🛛 Save & Sen	nd 💾 Save 🗙 Cancel	
and a bidg by r ducin Dx		Add I			

Figure 27 In the **Drug Search** box of the **Add Prescription** window, type the name of the drug that you want to search. In the center pane, select the drug that you want to add and enter the applicable information.

7. In the center pane, mark the check box beside the name of the drug that you want to add.

Note:

You can select multiple drugs from across different templates.

All selected drugs appear on top of the center pane.

- 8. To add a drug not found in the templates, click **Add Row** in the lower pane.
- 9. Select from the drug list the drug that you want to add or click the question mark 🛙 beside the **Drug** to search the drug in the **Search Drug** window.





-			Se	earch Drug	? ×
S	earch by		Search	Use % sign to search anywhere in the column.	Formulary Details:
N.	Product Name	zafirlukast	\zafirlukast	👌 Search 🛭 🖒 Reset	Status:
#	NDC Code				
1	Generic Name		Results		OTC: Supply:
	Strength		F Product Name C ZAFIRLUKAST 20 MG TABLET	PKG Size PKG Unit NDC Gene 60.000 B0TTLE 55111062660 zafirluk.	Generic:
@	Dose Form				
1	Brand		G () ZAFIRLUKAST 10 MG TABLET	60.000 BOTTLE 55111062560 zafirluk	
I	Additional info		B (2) ACCOLATE 20 MG TABLET	60.000 BOTTLE 49884059002 zafirluk	
\$	Drug Schedule		B (?) ACCOLATE 10 MG TABLET	60.000 BOTTLE 49884058902 zafirluk	
	+				
			N - Repackaged, Private Labeler,		
			Unit Dose or Obsolete		
			<	>	
	Show s	ame generic drugs. 📒 4 i	records retrieved.	Select All 🔀 Deselect All 🗸 Ok 🗙 Cancel	
				A.	tivato Mindowc
	I service		and Barris to days		
	Figure	e zo The S	earch Drug window		

10. In the **Search** box of the **Search Drug** window, type the name of the drug that you want to add.

You can also enter the applicable search criteria in the Search by pane.

Note:

You can search for a drug using either its generic name or brand names.

If you use the generic name of a drug, all drugs with the same generic name appear in the **Results** pane regardless of the brand.

The G symbol 🕝 appears beside the generic name of a drug.

The B symbol B appears beside the brand name of a drug.

You can click the question mark 2 to view the formulary details of the drug in the **Formulary Details** of the **Drug Search** window.

11. In the **Results** pane, select the applicable drug, and then click **Ok** in the lower pane.





12. In the **SIG** column of the **Add Prescription** window, select the medication instructions on how the patient should take the prescribed drug.

If the instruction does not appear on the list, click the red question mark beside **SIG** to add a specific instruction in the **SIG Selection** (*Drug Name*) window.

•		SIG Selection (The statement of the state (? ×
SIG:				C V	¥ S
			(C) = Delete Chara	acter (W) = Delete Word (S) = D	elete SIG
Give	1 ^	gram(s)	vaginally 🔨	times 🔨	to 🔺
Take	2	applicatorful	by mouth	daily	for
Apply	3	tablet(s)	rectally	one time	sparingly
Inhale	4	capsule(s)	in bothe eyes	twice a day	to affected area
Inject	5	drop(s)	in left eye	three times a day	for upto
Insert	6	puff(s)	in right eye	four times a day	as needed
Squirt	7	patch	in both ears	at bedtime	Days 1 & 2
Shampoo	8	suppository	in left ear	every morning	Days 3 & 4
Chew and swallow	9	squirt(s)	in right ear	every other day	Days 5 & 6
Sample	10	ounce(s)	in both nostrils	every 4-6 hours	as directed
test	12	teaspoonful	in left nostril	every 8 hours	Days 7 & 8
	14	tablespoonful	in right nostril	every 6-8 hours	as needed for pain
	15	cc	to skin	every 72 hours	for pain
	24	mL	over entire body	before meals	Days 9 & 10
	28	wafer(s)	in scalp	after meals	for cough
	30		from neck to toes	every	for asthma
	36		to legs	hours	Days 11 & 12
	45		to feet	days	for nausea
	48		to hands	weeks	for diarrhea
	×		×	×	×
				🔮 Add Word 🖌	Ok X Cancel

Figure 29 In the **SIG Selection (***Drug Name***)** window, click the applicable words, numbers, or phrase to specify the instructions on how the patients should take the prescribed medication, and then click **Ok**.

- SIG Selection (*Drug Name*). In the SIG Selection (*Drug Name*) window, click the applicable words, numbers, or phrases to specify the instructions on how patients should take the prescribed medication, and then click Ok.
- 13. Enter the other necessary information in the applicable sections.





If you want to delete a prescription, select a row in the center pane of **Add Prescription**, and then click **Delete Row** in the lower pane. When the "Are you sure you want to delete this row?" message appears, click **Yes**.

You cannot delete a drug from a template.

- 14. In the lower pane of the Add Prescription window, you can click the following:
- Save and Send. Click Save and Send if you want to send the prescription request to the pharmacy.

Note:

When you click **Save and send**, the **e-Prescription Validation(s)** window appears.

For drugs with the generic name Buprenorphine, the applicable provider should have a Narcotic Addiction DEA Number (NADEAN). Otherwise, click the **Fix Error** button beside the **NADEAN Number for provider Provider Name is required for dispensing Buprenorphine, Suboxone, or Subutex** error message to edit the prescription in the **Prescription** screen.

Click the **Fix Error** button to edit errors in the prescription.

Click Skip & Save to skip fixing the errors and save the prescription request.

Click Skip & Send to skip fixing the errors and send the prescription request.

For pharmacies that do not have the Surescripts service enabled, the system displays **Skip & Fax**, which you can select to skip fixing the errors and fax the prescription request to the pharmacy.

• Save. Click Save if you want to add the prescription in the **Prescription** window without sending a request to the pharmacy.





You can send the saved prescriptions in the **Prescription** window.

View a prescription history

After you create or edit a prescription, you can view and monitor the changes made in the records.

To view a prescription history, follow these steps:

- 1. On the IMS menu bar, click **Activities**, and then click **Prescription**.
- 2. In the right pane of the **Prescription** screen, click the **History** symbol
- 3. When the **Prescription History** window opens, click the expand symbol **I** for the applicable prescription.
- 4. In the **Action** column, view the type of changes that are made in the prescription.

When the information symbol **(**) appears next to the **Action** column, click the symbol to view the details of the changes.

- 5. In the Action Date column, view the date when the changes are made.
- 6. In the Action By column, view the name of the user who made the changes.

Note:

Click the collapse symbol \blacksquare to hide the details of the prescription.

7. In the lower pane, click **Expand All** to view the details of all prescriptions, and then click **Collapse All** to hide details of all prescriptions.





A drug name in red text indicates a discontinued drug.

					Prescri	iptior	n History				?
ug: All		V	Туре:	All	~						
	SIG		Presc	ribed By A	Action		Action Date	Action By	Туре	Provider	
E LESC	COL 40 MG CAPSULE										
r	test		Self	E	Edit	0	04/30/20		Chronic	John, Ronald	
	test		Self	C	Change		04/29/20	John, Ronald	Chronic	John, Ronald	
	test		Self	C	Change		04/29/20	John, Ronald	Chronic	John, Ronald	
	test		Self	S	Start		04/29/20	John, Ronald	Chronic	Fizgerald, Jessy	
Inform	nation of changed drug		Disco	ntinue Drug							

Figure 30 View the changes that you make in a prescription in the **Prescription History** window.

Get the consent to view the patient's medication history

To view the medication history of a patient, it is necessary to have his or her consent. You can also get the patient's consent while the **Prescription** window is open.

To get the consent, follow these steps:

1. On the IMS menu bar, click **Activities**, and then click **Visit Note**.





- 2. In the left pane of **Visit Note**, click **Prescription**.
- 3. In the lower pane of the **Prescription** window, click **Allow Edit**.
- 4. In the center pane of the **Prescription** window, click the applicable row.
- 5. On the blue bar of **Prescription** window, click **Surescripts Rx History**.



6. When the "Patient consent is not given for external medication history information. Would you like to set the patient consent to "Consent Given"?" validation message appears, click Yes.



Set the prescription fill indicator status

You can set the status of a prescription fill indicator from the **Rx Fill Indicators** window.





You can also set the prescription fill indicator status on the Visit Note screen.

To set the status of a prescription fill indicator, follow these steps:

- 1. On the IMS menu bar, click **Utilities**, point to **Patient**, and then click **Prescription**.
- 2. On the gold bar of the **Prescription** window, click the red question mark ^[2] beside **Patient**.
- 3. In the **Search Patient** window, search for and select a patient, and then click **Ok**.
- 4. In right pane of the **Prescription** window, click the **RxFill Indicator** symbol **o** for the applicable prescription.

•					Prescription			? ×
Patient (?)	2 🕀						Select Payer:	🗸 🦁 Ch. PA req. 🚺 Start ePA
	Height: Weight:	Allergy: Age:					Signatuare Rx/Lab/Vital	Surescripts Rx History 🖹 History 🔻
(A)ctive Rx 🛛 🖕 Changed/DC	Gro	up By: Drug Class	V			Set to all: Days:	🗢 Qty.: 🕀 Refilt 🔮	Pharmacy (?)
S Drug Anticoagulants (1)	Start	SIG	Days	Qty. Unit	Refill Pharmacy	?) Status		ASPIRIN EC 81 MG 🗳 🚺 TABLET
ASPIRIN EC 81 MG TABLET	5 07/02/20		30 🜩	. 🜩 Tablet	÷	V Prescrib	ed 🔮 🕼 🖶 🖈 🖹 🗘 🤚 1	Prescribed on 07/02/20 By Martin, Jay
DULERA 200 MCG/5 MCG INHALER 200-5 MCG/ACTUATIO	5 09/10/10 N		÷	💠 Inhaler	-	✓ Pendin		Diagnosis
Lipotropics (2)	S 07/28/20		30 🜩	Capsule		V Prescrib	ed 🗬 🕅 🖶 🖋 🖿 🖉 🏨 🕯	Last Action On 07/02/20(Approved) by Jay, Martin
LOVASTATIN 10 MG TABLET	5 07/28/20		30 🛊	Tablet	÷	✓ Prescrib		
Psychostimulants-antidepressa	nts (1) 5 06/27/20		30 🜩	🗢 Tablet	t l	V Prescrib	nd 🔮 🕼 🖶 🛷 🖿 🖉 🧶	
Urinary Antibacterials (1) MACRODANTIN 25 MG CAPSULE	E <u>5</u> 06/23/20		30 🜩	🔹 Capsule		▼ Pendin	• • • • • • •	
Authorization 🗋 🗋	ow 🗸 06/23/20	Ass. Dr: Martin, Jay	~			✓ Create	Ø	PA Required
								ePA Status
								ePA Outcome
Select Today's Rx Select All De:	select All						Activate Windo	ows htrol Panel to activate Windows.
		pprove Refill 🚱A	dd Rx Request 🥑	Fax/Print/RxFill	🖌 🚀 Send 🛛 🚱 R	q. NewRx		Cancel

Figure 33 In the right pane of the **Prescription** window, click the **RxFill Indicator** symbol to open the **Rx Fill Indicators** window.





5. In the **Rx Fill Indicators** window, select the applicable status, and then click **Ok**.



Note:

In the **Prescription** window, the status of the prescription fill indicator appears in the right pane.

The **RxFill Indicator** symbol $\frac{1}{2}$ is also available in the **Approve Rx Renewal** window.

To set the default Rx Fill Indicator value, click **Setup** > **User Parameters** > **Default Rx Fill Indicator Value for e-Prescription (Prescription)**.

For more details about the default Rx Fill Indicator, see "Prescription Setup" in the *Prescription Setup User Guide*.





Discontinue a patient's prescription

It is necessary to discontinue a prescription when it is no longer prescribed for the patient.

Note:

You can also discontinue a patient's prescription on the Visit Note screen.

To discontinue a prescription, follow these steps:

- 1. On the IMS menu bar, click **Utilities**, point to **Patient**, and then click **Prescription**.
- 2. On the gold bar of the **Prescription** window, click the red question mark ⁽²⁾ beside **Patient**.
- In the Search Patient window, search for and select a patient, and then click Ok.
- 4. In the center pane of the **Prescription** window, click the **Discontinue** symbol

Note:

To discontinue multiple drugs at once, select the **S** check box for the applicable prescription, and then click **DC** in the lower pane.





•					Prescription				
Patient (?)	2						Selec	t Payer:	
	eight: 'eight:	Allergy: Age:					🗌 Signatu	are	
🗟 (A)ctive Rx 🛛 😃 Changed/DC	Grou	p By: Drug Class			Se	t to all: Days:	😫 Qty.:	😫 Refill:	😫 P
S Drug	Start	SIG	Days	Qty. Unit	Refill Pharmacy (?)	Status			
Anticoagulants (1) ASPIRIN EC 81 MG TABLET	S 07/02/20		30	. 🜩 Tablet	#1 Rx Liberty Pharmacy	Disc 🗸 Prescrib	:d 🔮 😭 (5 4 2 6 ¢	.
A sthma (1) DULERA 200 MCG/5 MCG INHALER 200-5 MCG/ACTUATION	<mark>6</mark> 09/10/10		÷	🗢 Inhaler	#1 Rx Liberty Pharmacy	Disc 🗸 🛛 Pendin	• • • •	5 ∕ 2 ° © ¢	
L potropics (2)	<mark>S</mark> 07/28/20		30 🜲	2. 🜩 Tablet	#1 Rx Liberty Pharmacy	Disc 🗸 Pending F	eq. 🕜	64 Ľ L ¢	, 4
Order Lov	v 🗸 12/22/20	Ass. Dr: Fizgerald, jessy	¥		#1 Rx Liberty Pharmacy	Disc 🧹			1
LESCOL 20 MG CAPSULE	<mark>S</mark> 07/28/20		30 🜲	💠 Capsule	#1 Rx Liberty Pharmacy	Disc 🗸 Prescrib	ed 🛛 🚱 🔐	8 🥂 🖹 🕻	
F sychostimulants-antidepressant	ts (1)								
CELEXA 20 MG TABLET	<mark>S</mark> 06/27/20		30 🜲	. 🖨 Tablet	#1 Rx Liberty Pharmacy	Disc 🗸 Prescrib	ed 🛛 🚱 🔂 🕯	8 🖊 🖹 🕻	
L rinary Antibacterials (1) MACRODANTIN 25 MG CAPSULE	<mark>S</mark> 06/23/20		30 🜩	. 🖨 Capsule	#1 Rx Liberty Pharmacy	Disc 🗸 🛛 Pendin	. 😨 (5 4 2 ° 🗈 ¢	
Authorization E Lov (Pharmacy)	v 🗸 06/23/20	Ass. Dr: Martin, Jay	v		#1 Rx Liberty Pharmacy	Disc 🗸 <u>Create</u>			ſ
ielect Today's Rx Select All Dese	elect All							ctivate Wi	

Figure 35 In the **Prescription** window, click the **Discontinue** symbol within the row of the applicable drug. To discontinue multiple prescriptions at once, select the applicable **S** check boxes, and then click **DC** in the lower pane.

- 5. In the **Discontinue** window, enter the applicable details, and then click any of the following:
- **DC & eSend**. Click **DC & eSend** to discontinue the selected prescription, and then electronically send it to the pharmacy.
- DC. Click DC to discontinue the selected prescription.
- Cancel. Click Cancel to cancel the changes.

Note:

Click the **Changed/DC** tab to view the changed and discontinued prescriptions.





Recontinue a discontinued prescription

You can recontinue a discontinued prescription in the **Changed/DC** tab.

To recontinue a discontinued prescription, follow these steps:

- 1. On the IMS menu bar, click **Utilities**, point to **Patient**, and then click **Prescription**.
- 2. On the gold bar of the **Prescription** window, click the red question mark ⁽²⁾ beside **Patient**.
- 3. In the Search Patient window, search for and select a patient, and then click Ok.
- 4. Click the **DC/Changed** tab, and then select the applicable prescription in the center pane.
- 5. Right-click the row of the selected prescription, and then select any of the following:
- Create New. Click the Create New symbol 🗗 to create a new prescription.
- Recontinue or Create New. Right-click the applicable drug, and then select
 Recontinue to recontinue a discontinued prescription or Create New to create a new prescription.

Note:

Recontinue is applicable only to discontinued drugs that are discontinued on the current day.



•		Prescription		? ×
Patient (?)			Select Payer:	🗸 🦁 Ch. PA req. 🚺 Start ePA
Next Appt Date: Height: Last Visit Date: (6/27/20) Weight: (A) Chive Rx Uthanged/DC Comparison	Allergy: Decadron 4mg Age:		✓ Signatuare <mark>ℝRx/Lab/Vital</mark>	surescripts Rx History 🖹 🖹 History 🔻
S Date Drug NON-OPIOID ANALGESICS:	Qty. SIG	Start Date Discontinue Reason	DC Status Approved/Denied Date	Pharmacy Note
D D 12/17/20 PAIN RELIEF 160 MG/5 ML LIQUID GLUCOCORTICOIDS: Recontinue	5.00 Inhale 1 to 2 pulfs every 4-6 hours as needed	12/15/2020		
D 🚯 06/27/20 HYDROCOR Create New	60.00 Apply 1 drop(s) to hands daily for Days 11	06/27/2020		

Figure 36 Right-click the applicable drug, and then select **Recontinue** to recontinue a discontinued drug or select **Create New** to create a new prescription.

Note:

You can also access the same **Changed/DC** tab in the Visit Note. To do this, click **Visit Note** > **Prescription** > **Changed/DC**.

Fix prescription errors in the e-Prescription Validation window

A validation message appears when you electronically send a prescription that has an error. You can fix the errors through the **e-Prescription Validation** window before you electronically send a prescription.

To fix prescription errors, follow these steps:

- On the IMS menu bar, click Utilities, point to Patient, and then click Prescription.
- 2. On the gold bar of the **Prescription** window, click the red question mark ⁽²⁾ beside **Patient**.
- In the Search Patient window, search for and select a patient, and then click Ok.
- 4. In the **Prescription** window, select the applicable check box in the **S** column of the prescription.





					Prescript	tion					
tient (?)	2 🕕							Sele	ct Payer:		
	Height:	Allergy:						Signat	uare		
ast Visit Date: <u>12/16/20</u>	Weight:	Age:									
(A)ctive Rx 😃 Changed/DC	Group	By: Drug Class 🗸				Set to all:	Days:	Qty.:	. 🜩	Refill:	ŧ
S Drug	Start	SIG	Days	Qty. Unit	Refill	Pharmacy (?)	Status				
Anticoagulants (1)											
🗸 ASPIRIN EC 81 MG TABLET	S 07/02/20		30 🜲	. 🖨 Tablet	÷	#1 Rx Liberty Pharmacy Disc 🗸	Prescribed	R 🖓	04D	° 💼 🗘	4
≠sthma (1)											
DULERA 200 MCG/5 MCG	S 09/10/10		A	💠 Inhaler		#1 Rx Liberty Pharmacy Disc 🗸	Pending	R 🖗	04D	° 🗈 🗘	4
INHALER 200-5 MCG/ACTUATION											
Lipotropics (2)											
LOVASTATIN 10 MG TABLET	T <mark>S</mark> 07/28/20		30 🌲	2. 🜩 Tablet	-	#1 Rx Liberty Pharmacy Disc 🗸	Pending Rec	. A	04D	° 💼 🗘	4
Order Lo	ow 🔽 12/22/20 🖉	ss. Dr: Fizgerald, jessy	~			#1 Rx Liberty Pharmacy Disc 🗸				\checkmark	í
LESCOL 20 MG CAPSULE	S 07/28/20		30 🜲	. 🖨 Capsule		#1 Rx Liberty Pharmacy Disc 🗸	Prescribed	R 🖉	ē42	° 💼 🗘	4

Figure 37 In the **Prescription** window, select the **S** check box in the for the prescription that you want to send electronically.

- 5. After you select the applicable prescription, do any of the following:
- Click the **Approve & Send** symbol *in the corresponding row of the selected prescription*.
- In the lower pane, click **Send**.
- In the lower pane, **click Fax/Print/RxFill**, and then select **eSend RxFill**.
- 6. In the Approve Rx Renewal window, click Approve & Send.

Approve Deny		Prescribed Drug	Requested Drug	Req. NDC	Refill	Message to Pharmacy		F
Approve Date: 12/23/20 © 255 AM € Start Date: 12/23/20 © 255 AM € Office: 0FF8 ∨ Approve By ∨ DEA: BA5192323 ∨ Note:	_	ESCOL 20 MG CAPSULE	Days: 30 Sig:			Substitution: Allowed	~	Ō
						Select All Der	selec	<u>at Al</u>

Figure 38 In the Approve Rx Renewal window, click Approve & Send.





7. In the **e-Prescription Validation** window, click **Fix Error** for the necessary prescription error.

e-Prescription Validation	?
Validation	
🗉 Whiteside, Kara (PT00002487)	
E FLONASE 0.05% NASAL SPRAY 50 MCG/ACTUATION 50 mcg/Actuation SPRAY S	USP
Provider does not have the Surescripts service level enabled for RxFill Indicator.	•
RxFill cannot be e-send as prescription was not sent electronically.	0
RxFill Indicator is not selected.	•
Pharmacy does not have the Surescripts service level enabled for RxFill Indicator.	•
SPIID is not present for provider Fizgerald, Jessy.	Fix Error
ELESCOL 20 MG CAPSULE	
Pharmacy does not have the Surescripts service level enabled for RxFill Indicator.	•
RxFill cannot be e-send as prescription was not sent electronically.	•
RxFill Indicator is not selected.	•
Provider does not have the Surescripts service level enabled for RxFill Indicator.	•
SPI ID is not present for provider Fizgerald, Jessy.	Fix Error
E LOVASTATIN 40 MG TABLET	
RxFill Indicator is not selected.	•
Provider does not have the Surescripts service level enabled for RxFill Indicator.	•
Pharmacy does not have the Surescripts service level enabled for RxFill Indicator.	•
RxFill cannot be e-send as prescription was not sent electronically.	•
SPIID is not present for provider Fizgerald, Jessy.	📝 Fix Error
NASALCROM 4% SPRAY 5.2 MG/ACTUATION 5.2 mg/Actuation SPRAY/PUMP	
RxFill Indicator is not selected.	0
Provider does not have the Surescripts service level enabled for RxFill Indicator.	•
Pharmacy does not have the Surescripts service level enabled for RxFill Indicator.	0
umber of prescription(s) having error: 4	
🖇 Collapse All 🕜 Expand All	🧭 Skip & Fax 🛛 🚱 eSend 🛛 😵 Cancel

Figure 39 The e-Prescription Validation window

8. When the applicable screen or window opens, fix the necessary error.

Note:

Errors that have been fixed no longer appear in the **e-Prescription Validation** window.

If the ePrescription validations cannot be fixed, click **Skip & Fax** and the system sends the prescription request through fax.

If you select **Skip & Fax**, only the prescriptions with errors will be sent via fax. The rest of the prescriptions will be sent as electronic requests.





Enter details in the Supply Item Details window

It is necessary to select **Supply Item** from the **CD/SI** list when you add or edit a prescription to enter the supply item details for a drug.

To enter the details for a drug, follow these steps:

- 1. On the IMS menu bar, click **Activities**, and then click **Prescription**.
- 2. Click the Add symbol 🔨 in the action toolbar.

Note:

Select the **Edit** symbol \overrightarrow{B} on the action toolbar if you want to edit a drug from a template in the left pane of the **Prescription** screen.

- 3. Click the red question mark 🛽 beside **Drug** to open the **Search Drug** window.
- 4. In the **Search Drug** window, search for and select a drug, and then click **Ok**.
- 5. In the center pane of **Prescription** screen, select **Supply Item** from the **CD/SI** list, and then click the **Supply Item** symbol **I**.



No Known Allergies
Start Date* 09/24/20 😝 04:20 PM 😝
Dx(?) Office*
NADEAN: Rx #:
V DEA: ZA3494185 V
MG GRANULES 💽 😜 😻
PDMP: CD/SI: Supply Item
DEA: ZA3494185 V MG GRANULES

In the Supply Item Details window, enter the applicable details, and then click Ok.

3	Supply Item Details		? ×	
Testing Frequency*	l 🗧			
Testing Frequency Note:				Figure 41 The
ls patie	r Diabetic supply? Yes ent insulin-treated? Yes ed insulin device? Yes) No No No		Supply Item Details window
	 ✓ 	Ok X (Cancel	

Note:

When you save a prescription that you set as a supply item without adding the supply item details, the "Additional Details for the supply items are required in the prescription to electronically send the prescription. Would you like to enter the additional supply item details?" message appears. Click **Yes** to enter details in the **Supply Item Details** window.





7. In the **Prescription** screen, enter the applicable details, and then click the **Save** symbol 🗎 on the action toolbar.

Indicate that a drug is prescribed by another provider in the Prescription screen

When you prescribe a drug to a patient, you can indicate whether the drug is prescribed by yourself or another provider using the **By** list. From the list, the system selects **Self** by default, but you can also select **Other MD** to indicate that the drug is prescribed by another provider.

To indicate that the drug is prescribed by another provider, follow these steps:

- 1. On the IMS menu bar, click **Activities**, and then click **Prescription**.
- In the Search Patient window, search for and select a patient, and then click Ok.
- 3. On the action toolbar of the **Prescription** screen, click the **Add** symbol
- In the Prescription screen, enter the necessary details, and then select Other MD from the By list.



			_
	Prescription		-
2 10/11/1952	67y 11m 2w 150 lbs BMI:23.49 No Known Allergies	7	-
Show: Active V	Prescribe* 09/25/20 01:52 PM Start Date* 09/25/20 01:52 PM	Select Payer:	Last Visit: 09/15/20 Nest
Show: Active Prescriptions CELEVA 20 MG TABLET CELEVA 20 MG TABLET CELEVA 20 MG TABLET CELEVA 24 MG TABLET CELEVA 24 MG TABLET CELEVA 24 MG TABLET CELEVA 24 MG TABLET CELEVA 25 MG CAPSULE CIZAAR 50 MG TABLET CELEVA 25 MG CAPSULE CESOL 20 MG CESOL 20 CESOL 20 MG CESOL 20 CESOL 20 MG CESOL 20 MG CESOL 20 CESOL 20 MG CESOL 20	Case* new 2020 + 01:52 PM (+) Start Date* 09/25/20 (+) 01:52 PM (+) Case* new 2020 + 12344 + 08/v Dx(?) Office* v Provider Preacribed By Other MD NADEAN: Rx #: Phamacy*(?) v DEA: ZA349185 v Drug: prog*(?) v DEA: ZA349185 v V Drug: prog*(?) v DEA: ZA349185 v Drug: prog*(?) v V V SIG*(?) pros*instance Morning: 00.0 + Noon: 0.0 + Does Form: v Does Form: v V	Select Payer.	09/15/20 Heat Appt: 09/25/20 Prescription: Print Copy Fax Chg. Disc. Brec. History
ay actin to be seen	PKG. Size: X ↔ Days Supply: 30 ⊕ Qty"	<u>Formulary Details:</u> Status:	Refill:
		OTC: Supply:	Default Value:
	Approved: 1 . Dispense: 0 .00	Generic:	
	Last Approved/Denied Refill: This will print or fax in Rx. By: Prescribed By Other MD DEA: Office:	No Drug selected	Select Save
<>	Approve Date: Qty. Supply: Refit: Pharmacy. Message: Sig Start Date: Prescribegy. Diver MID V Dispensed:	Activate Windows Check Patient Specific Benefit Information	Template: Select Save Save

Figure 42 In the Prescription screen, enter the necessary details, and then select Other MD from the By list to indicate that the drug is prescribed by another provider.

Note:

To specify the applicable provider, type the name of the provider in the box beside the **By** list.

5. In the right pane, click **Save**.

Indicate that a drug is prescribed by another provider in the Prescription window

You can also indicate that the drug is prescribed by another provider in the Add **Prescription** window.





To indicate that the drug is prescribed by another provider in **Add Prescription**, follow these steps:

- 1. On the IMS menu bar, click **Utilities**, point to **Patient**, and then select **Prescription**.
- 2. In the **Prescription** window, click **Add** in the lower pane.
- 3. In the Add Prescription window, click Add Row.
- 4. Click the red question mark 🛙 beside Drug.
- 6. In the **Search Drug** window, search for and select the applicable drug, and then click **Ok**.
- 7. In the center pane of Add Prescription, select Other MD from the Rx By list.
- 8. In the lower pane, click **Save**.



Figure 43 In the Add Prescription window, select Other MD in the Rx By list, and then click Save in the lower pane.





To specify the applicable provider, type the name of the provider in the box to the right of the **Rx By** list.

When you approve a refill from a prescription that is prescribed by another provider, the "Following drugs are prescribed by Other MD: 1. *Name of drug*. Are you sure you want to continue?" message appears.

Intelligent Medical Software (IMS)
Following drugs are prescribed by Other MD: 1. ONE-PIECE MINI DRAIN POUCH 2. ZERIT 20 MG CAPSULE Are you sure you want to continue?
Yes No

Figure 44 The message that appears when you approve a refill for a prescription that is prescribed by another provider

Set up text and email notifications

In the **Setup Center** window, you can set up the text and email notifications that the patients receive.

To set up the text and email notifications, click **Setup** > **Admin** > double-click **Text/Email Templates**.

For more details about the text and email notifications setup, see "Prescription Setup" in the *Prescription Setup User Guide*.





Set up the text and email templates

In **Setup Center**, you can set up the templates for the text and email notification that you send to the patients.

To set up the text and email templates, click **Setup > Other > Letter Template >** select **Text/Email >** click **Prescription** or **Prescription Request**.

For more details about the text and email templates setup, see "Prescription Setup" in the *Prescription Setup User Guide*.

Types of Prescription Change Requests

If a drug prescribed for a patient is not available in the pharmacy, the pharmacy asks for the provider's approval to change the drug or suggests an alternative drug. The pharmacy can also send prescription change requests to clarify some information about the patient's prescription or from the provider.

To view the prescription change requests from the pharmacy, click **Utilities**, point to **Patient**, and then click **Prescription**. In the **Drug** column of the **(A)ctive Rx** tab, you can view the type of prescription request below the drug name. Change requests are labeled as **Change** (*Requester*).

5						Prescript	ion					
Patient (?)										Select	Payer: PBMX ·	MTT%643EJ
Next Appt Date: Last Visit Date: <u>07/17/20</u>	Height: Weight:	Allergy: Age:								Signatuare	Rx/Lab/	Vital <u>ड</u>
🗟 (A)ctive Rx 🛛 👋 Changed/D	C	Group By: Drug Class	~					Set to all: D	ays:	🗧 Qty.:	🕂 Refill:	🖨 Ph
S Drug	Sta	rt SIG		Days	Qty. Unit	Refill	Pharmacy (?)		Status			
Lipotropics (2)												
✓ LESCOL 20 MG CAPSULE	: S 07/08	/20 test		30 🜲	90. 🜩 Applicatorf	÷	Summer Provide		Pending Rea	1. 🕅 🖥	1 🕈 🖹 ¢) 🤚 🖻 👘
> Change (Pharmacy)	ow v 09/28	/20 Ass. Dr:	×				And the other dates		<u>Change</u>			1

Figure 45 In the Drug column of the (A)ctive Rx tab, you can view the type of prescription request below the drug name





For pending change requests, click **Change** in the **Status** column to open the **Change Prescription** window and enter the changes.

Note:

Once the changes are entered and you select **Save** in the **Change Prescription** window, the request type changes to Order in the **(A)ctive Rx** tab.

If you select **Save & Send** in the **Change Prescription** window, the system sends the Change request without changing the request type to Order in the **(A)ctive Rx** tab.

The types of prescription change requests that appear in IMS are the following:

• Generic Substitution. In Generic Substitution, the pharmacy sends the substitute drug and the provider selects the drug as a substitute for the drug that is not available.

🙀 Approve/Deny Rx Change Request		? ×
Approve Deny Approve Date: 08/21/19 10:01 PM	Change Request Type: Generic Substitution Change Reason: Change Reason from pharmacy	Urgency: Standard
Start Date: 08/21/19 🜩 10:01 PM 🜩	Medication Requested	
Office:	Drug Description NDC	Qty Day Refill Note
DEA:	Percocet 5 mg-325 mg tablet Sig: This is the latest drug for the decision. Substitutions: Allowed	25 12 0
Reason:		
		Approve Approved with Changes X Cancel

Figure 46 The Generic Substitution type of prescription change request in the Approve/Deny RX Change Request window

• **Prior Authorization Needed**. In **Prior Authorization Needed**, the pharmacy sends a prescription change request if prior authorization is needed from the provider. The prescription change request also requires the applicable authorization number.





🐻 Approve/Deny Rx Change Request				? ×
● Approve Date: Approve Date: 08/21/19 ÷ 09:38 PM ÷ Start Date: 08/21/19 ÷ 09:38 PM ÷	Change Request Type: Change Reason: Benefits Coordination	Prior Authorization Needed Change Reason from pharmacy		Urgency: Standard
Office:	Payer ID	Party Name	Card Holder	Group Number/Carrier
	<			Approve X Cancel

Figure 47 The Prior Authorization Needed type of prescription change request in the Approve/Deny RX Change Request window

• Therapeutic Interchange/Substitution. In Therapeutic

Interchange/Substitution, the pharmacy sends the alternative therapeutic drugs to be approved by the provider for the applicable prescription change request.

🙀 Approve/Deny Rx Change Request						?	\times
● Approve ● Breny Approve Date: 08/21/19 ← 09.39 PM ← Start Date: 08/21/19 ← 09.39 PM ←	Change Request Type: Therapeutic Interchange/Sub Change Reason: Change Reason from pharmac Medication Requested				Urgency: Standard		
Office:	Drug Description Drug Description Body, Hair, Skin and Nails 3 mg 133 mcg capsule	NDC Qt	ty Day R 23 30	o O			
Note:							
				Approve	Approved with Changes	X Car	ncel

Figure 48 The Therapeutic Interchange/Substitution type of prescription change request in the Approve/Deny RX Change Request window

• **DUE(Drug Use Evaluation)**. In **DUE(Drug Use Evaluation)**, the pharmacy sends reasons why the drug is not appropriate for the patient.





Approve/Deny Rx Change	Request							?	×
● Approve Date: 08/21/19 ◆ 0 Start Date: 08/21/19 ◆ 0 Office: Approve By: DEA: Reason: Note:	9:39 PM 🚖	Change Request Type: DUE(Drug Us Change Reason: Change Reason Medication Requested Drug Description Change flavor (bulk) liquid Sig:		Qty 30	Day Refill 30	Note	Urgency: Standard		
Drug Use Evaluation		11							
OUE Codes	Description								
Service Reason:	Suboptimal Regimen Code india	cating incorrect, inappropriate, or n specified for the drug in guestion.							
Intervention Performed:	Dosing evaluation/determination pharmacist reviews and evaluate prescribed medication's dose, int formulation.	Cognitive service whereby the es the appropriateness of a							
acknowledgement Reason:	Suggest to increase frequency o seriously inflamed	f distilling as patient eyelid							
					Ар	orove	Approved with Change	s 🗙 Cano	:el
Figure	49 The DUE	(Drug Use Eval	uation) type	of p	rescri	ptio	on change	requ	es

• Script Clarification. In Script Clarification, the pharmacy sends a request to clarify some necessary information from the patient's prescription.

the Approve/Deny RX Change Request window

🐻 Approve/Deny Rx Change Request	?	\times
● Approve Deny Approve Date: 08/21/19 🗲 09:37 PM 🜩	Change Request Type: Script Clarification Urgency: Standard Change Reason: Change Reason from pharmacy	
Start Date: 08/21/19 🜩 09:37 PM 🜩	Medication Requested	
Approve By:	Drug Description NDC Qty Day Refill Note > aspirin 81 mg chewable tablet 20 30 0	
Reason:	Sig: Inhale 1 puff every 4-6 hours as needed Substitutions: Allowed	
Note:		
	Approve Approved with Changes X Can	cel

Figure 50 The Script Clarification type of prescription change request in the Approve/Deny RX Change Request window

• Out of Stock. In Out of Stock, the pharmacy notifies the provider that the drug prescribed for the patient is out of stock and sends an alternative drug for the patient.





🐠 Approve/	'Deny Rx Chan	ige Request										?	×
	Approve			Cł	Change Request Type: Out of Stock Change Reason: Change Reason from ph	armacy					Urgency: Standard		
	08/21/19 💠												
	08/21/19 🚖			M	Medication Requested								
Office:		~			Drug Description	NDC	Qty	Day	Refill	Note			
Approve By:		~		>	> itagabine 2 mg tablet		30	30) (
DEA:		~	·	_	Sig: Inhale 1 puff every 4-6 hours as needed	ubstitutions: Allowed							
Reason:				~									
Note:													
									Арр	rove	Approved with Changes	X Ca	ancel
	igura	с1 т		+ ~	f Ctook tuno of pr	ocorintio		<u> </u>	a 0	K O O	west in the		

Figure 51 The Out of Stock type of prescription change request in the Approve/Deny RX Change Request window

• **Prescriber Authorization Required**. In **Prescriber Authorization Required**, the prescription change request is sent if some important information from the provider is required.

🚯 Approve/	/Deny Rx Change Request				?	\times
	Approve Deny	Change Request Type: Prescriber Authorization Required		Urgency: Standard		
Approve Date:	08/21/19 🜩 09:39 PM 🚖	Change Reason: Change Reason from pharmacy				
Start Date:	08/21/19 🔿 09:39 PM 🔿	Prescriber Authorization Request				_
Office:		Requested Data	Prescriber Response			
Approve By:	~	> Prescriber must confirm their DEA license status in prescribing state.				
DEA:		· · ·]		
Reason:	✓					
Note:						
				Approve	🗙 Can	cel

Figure 52 The Prescriber Authorization Required type of prescription change request in the Approve/Deny RX Change Request window

Reassigned NDCs

When a drug is discontinued by the drug manufacturer, the National Drug Code (NDC) number of that drug is reassigned to another drug. Clinics and pharmacies





can no longer edit, change, copy, or electronically send prescriptions that contain discontinued drugs that have their NDCs reassigned to another drug. You also cannot approve refills for these drugs. The pharmacies and clinics, however, can still cancel prescriptions that contain discontinued drugs.

NDC has been reasigned to some other Drug/Product appears for the discontinued drugs in the following:

- Prescription Template screen
- Add Prescription window
- Link with *Template* window
- Prescription screen
- Default Value of Prescription screen

Note:

In the Add Prescription and Link with *Template* windows, the note appears when you point to the **R** symbol **I** in the leftmost column of the upper-right pane.



	Def	ault Value of Pres	cription			
Active	🗴 🗸 This NDC has	been reasigned to s	some other Dru	ig/Product.it	3 of 5	
Active Drug* (1		been reasigned to s	some other Dru	<mark>Ig/Product.</mark> II Type: Temp.	3 of 5	
	n)	been reasigned to s	pressent (
Drug* (* Direction	?)	.00 ¢ SIG: (?)	pressent (
Drug* (1 Direction Morning	?) c: g: .00 \$ Noon: e: .00 \$ Night:	.00 ¢ SIG: (?)	pressent (
Drug* (1 Direction Morning Eve	?) :: g:00 ≎ Noon: e:00 ≎ Night: e:	.00 ¢ SIG: (?)	pressent (

Figure 53 The note that appears for discontinued drugs that have their NDCs assigned to another drug

If you try to edit, change, copy, electronically send, or approve refills of prescriptions with discontinued drugs, the system shows a message that informs you that the drug has been discontinued by the drug manufacturer.



prescriptions with discontinued drugs




Statewise Drug Schedules of Controlled Substances

A drug can have different drug schedules depending on the state where they are sold. In IMS, the drug schedule of a drug changes depending on the state where the pharmacy that sells the drug is located.

View the drug schedule of a drug on the Prescription screen

To view the drug schedule on the **Prescription** screen, follow these steps:

- 1. On the IMS menu bar, click **Activities**, and then click **Prescription**.
- 2. In the **Search Patient** window, search for and select the applicable patient, and then click **Ok**.
- 3. In the left pane of the **Prescription** screen, select the applicable prescription, and then click the **Edit** symbol **≥** on the action toolbar.
- 4. In the center pane of **Prescription**, select the applicable pharmacy from the **Pharmacy** list.

You can view each pharmacies' phone and fax numbers in the **Pharmacy** list.

5. When the "The selected pharmacy is not found in the patient's Default Pharmacy or Preferred Pharmacy list. Do you want to set the pharmacy as Default?" message appears, click the applicable option.





When you select another preferred pharmacy from the **Pharmacy** list, the "Do you want to set this pharmacy to all other prescription(s)?" message appears instead.

6. In the **Drug** section of the **Prescription** screen, view the drug schedule of the drug.

Prescribe* 02/27/20 © 03:09 PM © Start Date* 02/27/20 © 03:09 PM © Select Payer: Select Payer:
Case* v Dx(?) Office* v Provider* v NADEAN: Rx #: RX00013420 Retail Coverage: None Pharmacy*(?) v DEA: v DEA: v Drug: Drug* (?) AMOXICILLIN 500 MG CAPSULE 1 V I
NDC: 55370088508 PDMP: CD/SI: V Category: Antibiotic V DAW: Type: Chronic V EPA Status:

The drug schedule appears above the CD/SI list.

View the drug schedule of a drug in the Prescription window

To view the drug schedule in the **Prescription** window, follow these steps:

- 1. On the IMS menu bar, click **Utilities**, point to **Patient**, and then click **Prescription**.
- 2. In the center pane of the **Prescription** window, select the **S** check box for the applicable row.





- 3. From the list in the **Pharmacy** column, select the pharmacy for the applicable drug.
- 4. In the **Prescription** window, view the drug schedule of the drug.

The drug schedule appears beside the drug name.

		ht: 65 lbs ged/DC Group By	Age: 21 Yr y: Drug Class				Signatuare <mark>⊡Rx/Lab/V</mark> Qty.: ♦ Refilt
S Start		SIG	Days	Qty. Unit	Refill Pharmacy (?)	Next Refill Status	
Allenge	D BENADRIN, 25 MG KAPSEAU	5 🗖 Idalaa	a di kana a ka ka	the Parents		C 050500 Parada	
Antibiut		5 🛄 Take Teve	99-86 hours 30,±	TBD 🚖 Capesile	12	andergen Linemen	
	AMOXICILLIN 500 MG CAPSULE	1 <mark>5</mark>	\	.🖨 Capsule	-	08/20/14 Reque	sted 🖶 ៧ 🖹 🗘 🥼 🗎 🖻
02/27/28	CEPURDONE AVETIL 500 W TAB	6	(\$)	.(⊕) Tablet	(1)	CID-CID-154 Presented	*** ⊕ ≠ ≧* 0 & # 0
Aathma							
06/19/38	PROVENTIL HEA SOMEG	2 putte avai condited	gr4 to € hes as 30 g	· (1)	2(4)	ath/16/20 Mergan	🚾 🖶 🖈 🖺 🗘 🖓 🖬 🗆

Note:

When you receive a renewal request, the drug schedule that appears in IMS is based on the drug schedule that is sent by the pharmacy.

The system will retrieve the drug schedule from the drug database information if a different drug is received and if the pharmacy did not send a drug schedule.

View the drug schedule of a drug in the Rx Management window

To view the drug schedule in the **Rx Management** window, follow these steps:

1. On the IMS menu bar, click Activities, and then click Rx Management.





- 2. On the gold bar, enter the applicable search criteria.
- 3. In the **Request** tab, view the drug schedule in the center pane.

You can also view the drug schedule in the Scheduled Rx tab.

•				Rx	Manageme	ent				
Request (109) Rx Trackin	ng ePA Tracking	Scheduled Rx								
Patient (?) All	From: 00/00/00	To: 00/00/00 €	Office Group: Office Group: All	fice(?) Priori		tatus: 'ending 🔽 🗸	Type: All 🗸	Assigned To:		Received F
S Drug		Start SIG		Days Qty. L	Init	Refill Pharmac	y(?)	Status		
C and Tex	ler 12	12114630 (BANK) (B	allanarian Sartistanian			11277un		- Manakarikan	28-18	•
		38.6	Lasting Derivation	an riser	-				Ratio (1971)	100
This and the section of	*****	1011101101		10 10 10 Mar	1			- Polity/Rec	20.48	
1000	100 Tel 1	178690 Aug 70	186.465 112					147		
with with an entry	(1)	🤉 🖡 🖴	Last Visit: <u>11/27/20</u> N	ext Appt:	•				Review: 🗟 😭	2 🔍
BUPRENORPHINE 7.5 PATCH MCG/HOUR	i MCG/HR 3	11/09/20 This is DI	crashing	60.‡ 1.‡ P	atch	🐥 Aetna Horr	e Delivery	🗸 Pending Req.	😭 🖶 🖈 🚺	🏥 Ø 🤚
Order	Low 🗸	11/09/20 Ass. Di	Fizgerald, jessy 🗸			Aetna Horr	e Delivery	¥		
		- C	Las Marine III	an inger					Manager Law 1	
	4673) 🖀	1011-100-100		184 1084				- Training Theory	20.48	
Contraction of the local division of the loc	\$100 GE	87968) (ku ili	General Week (2)					al Reality		=
11000	1000 Table 7	COMPANY AND INC.	WARE IN 12							
	(2)	🤗 🔥 🖴	Last Visit: <u>07/17/20</u> N	ext Appt:	•				Review: 🔂 🖭	2

Figure 57 In the Rx Management window, the drug schedule appears on the right side of the drug name.

Electronically send unit-dose, private label, repackaged, or obsolete drugs

Surescripts allows you to electronically send only the drugs with representative NDCs.

If you select any prescription for a unit-dose, private label, repackaged, or obsolete drug, the system checks if there is a representative NDC available for that drug. If there is a representative NDC available, a message that suggests changing the drug NDC to a representative NDC appears.





To electronically send drugs that have no representative NDCs, follow these steps:

- 1. On the IMS menu bar, click **Utilities**, point to **Patient**, and then click **Prescription**.
- 2. On the gold bar of the **Prescription** window, click the red question mark ⁽²⁾ beside **Patient**.
- 3. In the **Search Patient** window, search for and select the applicable patient, and then click **Ok**.
- 4. In the center pane of the **Prescription** window, select the **S** check box for the applicable prescription.
- 5. In the lower pane of the **Prescription** window, click **Send**.
- 6. When the message that suggests changing the drug NDC to a representative NDC appears, click **Ok**.



Figure 58 When the message appears, click **Ok** to change the drug's NDC to a representative NDC.

7. In the **Rx Summary** window, review the information, and then click **Send**.





G			Rx St	ummary				? ×
Pharmacy: NCPDP ID: Pharmacy Name: Pharmacy Street: Pharmacy City State Zi	rikaki bala Haraki bilan Phana Harah (191)			Office/Pro SPI ID: Provider I Provider I Office Na Office Ad	lame:)EA: me:	innen serser i Rigger / Frank Ref Kaline Ref Referenting Ref Referenting		^
Pharmacy Phone: Pharmacy Fax:		•		Provider I Provider I Provider I Provider S	ax: NPI:	101211000 1011211000 1011211000 1011201000 101000 101000 101000 101000 101000 101000 101000 101000 101000 101000 101000 101000 10100 100000 100000 100000 100000 100000 100000 1000000		
- Patient: Patient Name:	Tati (Tatilit		Patient (Patient		Female		Height: 63.00 " Weight: 102.00 lbs	
Patient DOB:	10/16/1989		1 ddorid i	i none.			Holgin. Inclusion	
Patient Street:	10001-012		Patient I	Dx:	No Dx			
Patient City State Zip:	1474-107984		Allergy:					
Prescription: Prescribed Date: Start Date: * Drug (Label Name):	10/09/2017 10/09/2017 CLARITIN 10 MG RI	Substitution Allower	1					
Drug (MedID desc.): Sig:	Take 1 by mouth on	ce a day		Days Sup Schedule		30	NDC:	
Otv: CD/SI : Compound Dru <	30.000000 Tablet ug/Supply Item *	- For internal use	only	Next Refi No	ll Date: . of Rx(s) : 1	9/28/2019	_	~
							🖌 Send 🗙	Cancel

Figure 59 When the Rx Summary window opens, review the information, and then click Send to electronically send the prescription.

Note:

In the **Rx Summary** window, you can view the patient's allergy, height, and weight in the **Patient** section. You can also view the date when the patient starts to take the medication.

If the drug is a compound drug, point to the symbol beside the drug to view its compound ingredients.

8. When the "eRx has been sent to queue." message appears, click **OK**.

Note:

If you select any prescription for a unit-dose, private label, repackaged, or obsolete drug that does not have an equivalent representative NDC available in the database, you will not





receive the message that suggests changing the drug NDC to a representative NDC. Surescripts also allows you to electronically prescribe these drugs.

Rx Management End-User Functionalities

In the Rx Management module, you can manage all prescription requests in one window. You can create new prescription requests, create prior authorizations, discontinue prescriptions, approve or deny refill requests, and change prescriptions.

Add a prescription request in the Add Rx Request window

In the Add Rx Request window, you can add prescription requests such as order, change, refill, authorization, or discontinue requests.

To add a prescription request, follow these steps:

- 1. On the IMS menu bar, click Activities, and then click Rx Management.
- 2. In the **Request** tab of the **Rx Management** window, click **Add Rx Request** in the lower pane.
- 3. In the **Search Patient** window, search for and select the applicable patient.
- 4. On the gold bar of the **Add Rx Request** window, type the name of the drug in the **Drug** box to search for a drug.
- 5. In the center pane of the Add Rx Request window, select the applicable drug in the Prescribed Drug list.





If you want to add a new drug to the **Prescribed Drug** list, click **Add New Drug** in the lower pane.

Press **F11** on your keyboard to add a row in the **Prescribed Drug** list where you can add a new prescription request for a patient.

- 6. From the **Request Type** list, select the type of the request that you want to add.
- 7. Enter the other applicable information.

You can also access the following functionalities:

- **PRN**. Click the **PRN** symbol 🔤 to set the SIG as pro re nata.
- NTE. Click the NTE symbol ¹/₁ to set the applicable number of days for the Not To Exceed (NTE) value.
- DAW. Click the DAW symbol 麺 to set the SIG as Dispense As Written.
- Attach Doc. Click Attach Doc. to open Patient Document(s) window.
- Select **Scan** to scan a document that you want to attach.
- Select **File Upload** to upload a document that you want to attach.
- Add Doc. Click Add Doc. to add a new document in the Patient Document(s) window.
- View Selected Documents. Click the View Selected Documents symbol **K** to view the selected document.
- 8. Click **Ok**.



Prescribed Drug (?)	Request	Туре	Refill	QTY.	Days	Pharmacy (?)	Sig (?)			Pending R	equest:			
LOVASTATIN 40 MG TABLET	Refil	v 1+	÷	1.🚔	30÷	123 Phamacy	V Inhale 1 puff twice	a day	v Pas Ant Sas	Date	Туре	From	Added	By
Priority: Low V Provider:			st Approve					Attach Doc.		10/09/20 Drug:		Pharmacy 0 MG TABLET	system	
SYMBYAX 12-25 MG CAPSULE	Refil	v 1+	-	1.÷	30÷	123 Phamaty	V Inhale 1 puff daily		V PRN NTE SUS	Pharmacy	123 Pharma	эсу		
Priority: Low v Provider:	. jenny	v La	st Approve	d Date: 09	8/04/20	Note:		Attach Doc.	Add Doc.	Note:				0
COZAAR 50 MG TABLET	Refil	v 1+	÷	60. 💠	30÷	123 Phamacy	✓ Take 1 twice daily		V PRN NTE SAN	10/09/20		Pharmacy 4G CAPSULE	system	
Priority: Low v Provider:	any .	V La	st Approve	d Date: 09	8/04/20	Note:		Attach Doc.	Add Doc.	Pharmacy				
CELEBREX 100 MG CAPSULE	Befil		14	90 🔺	30 ÷	123 Phamaty	v test			Note				[
Priority: Low V Provider:	any .		st Approve					Attach Doc.		10/09/20 Drug:		Pharmacy I MG TABLET	system	
ZERIT 20 MG CAPSULE	Refil	v 1+	÷	60. 🔶	30÷	123 Phamaty	 Take 1 twice daily 		V PRN NTE SWA	Pharmacy	123 Pharma	зсу		
Priority: Low v Provider:	any .	v La	st Approve	d Date: 09	9/04/20	Note:		Attach Doc.	Add Doc.	Note:				(
CELEXA 40 MG TABLET	Refil	¥ 1+	÷	30.÷	30÷	123 Phamacy	✓ Take 1 daily		V PRN NTE SUI	10/09/20	Refil ATOPICLA	Pharmacy D CDC AM	system	
Priority: Low V Provider: Fageral	any	V La	st Approve	d Date: 08	3/22/20	Note:		Attach Doc.	Add Doc.	Pharmacy				
ATOPICLAIR CREAM	Order			20 •	21 •	125 Planate	apply to affected or	vce dailu	v in in in	Note:		· ·		(
Priority: Low V Provider:	Refil		st Approve				• ++++	Attach Doc.		10/09/20	Refil	Pharmacy	system	
	Change Authorizati											IN 250 MG CAP	SULE	
AMOXICILLIN 250 MG CAPSULE	Discontinu		-	1.	7≑	123 Phamacy	 250 Miligram(s) eve 	ery morning, 250	V PRN NTE SUS	Pharmacy		ech.		
Priority: Low V Provider:	are Dider	La	st Approve	d Date: 07	7/06/20	Note:		Attach Doc.	Add Doc.	Note:				

Figure 60 In the center pane of the Add Rx Request window, enter the applicable information, and then click Ok.

Note:

You can also access the Add Rx Request window through the chart view. To access the Add Rx Request window, press Alt + C > click Rx > Add Rx Request.

Before adding a new prescription request, check the request details in the **Pending Request** pane to avoid duplicate requests.

You can click the **Note** symbol ¹ in the **Add Rx request** pane to view or add a note to a request.

Electronic prescription requests received from the pharmacy are automatically added, and the status appears as **Electronic Rx Request**.





)	Sig (?)			^	Pending R	equest:			
	V Inhale 1 puff twice	e a day	V PRN NTE JAN		Date	Туре	From	Added	By \land
	Inhale 1 puff daily	Attach Doc.	Add Doc.		-	COZAAR 5	Pharmacy 50 MG TABLET	system	
		_			Pharmacy:		асу		
		Attach Doc.	Add Doc.		Note:				
	V Take 1 twice daily	Attach Doc.	Add Doc.		10/09/20 Drug: Pharmacy:	ZERIT 20	Pharmacy MG CAPSULE acy	system	
	✓ test				Note:				D
		Attach Doc.	Add Doc.		-	CELEXA 4	Pharmacy 0 MG TABLET	system	-
	V Take 1 twice daily	Attach Doc.	Add Doc.		Pharmacy: Note:		асу		۵
	V Take 1 daily	Attach Doc.			10/09/20 Drug: Pharmacy:	ATOPICLA		system	
					Note:	125 F Haim	lacy		D
	 apply to affected apply to affect apply t	Attach Doc.			10/09/20	AMOXICIL	Pharmacy LIN 250 MG CAP vacy	system PSULE	
	· <u> </u>	Attach Doc.	Add Doc.		Note:				۵

Figure 61 The Pending Request pane

Add a prescription request from fax and HIE documents

You can directly add a prescription request from received fax and HIE documents.

To add the prescription request, follow these steps:

- 1. On the IMS toolbar, click the Fax/HIE Received symbol ^{See}.
- 2. On the gold bar of the **Fax/HIE Received** window, enter the applicable filter criteria, and then click **Retrieve**.
- 3. In the upper-left pane of the **Fax/HIE Received** window, search for and select the applicable fax document, and then click **Add Rx Request** in the lower pane.





•	Fax/HIE Received	- • ×
From: To: Office:	Forward To: Fax No. Status: Fax Line:	
Fax 🗸 08/26/19 🚖 12/29/20 🖨 All	All Pending 💱 Al(0) 🗸 😹 Retrieve	
Date Received From ^	🕨 🔄 🖉 🖉 🖉 🗸 🏛 🗓 🖸 🔍 402 🗸 🔍 🔍 💶 1/1 🗸 🗭 🎯 🚳 🖓 🗳 🗖	
05/12/20 02:43 PM		
04/28/20 02:43 PM	101 (101 (101 (101 (101 (101 (101 (101	
N - New * - Split Fax 🙀 View sender info 🛛 N 🗸	Martin Martin Control	
< >	NUCL NUMBER OF THE PARTY OF THE	
Received: <u>From:</u> Pharmacy	And the address of the factor of the Andress of the	
Pharmacy (?)	H- 14 E.C.	
For Patient (?)	1000 00 1 000 00	
Category: Referral IN (IN) 🔽 🛃 🖹	The second secon	
Sensitivity: Normal		
Case:		
Description: Fax Note: For Rx management		
_	and a second sec	
Forward To/Respond:		
Resp. Reg: Respond By: 00/00/00		
Status: Pending	and the second se	
Done By: 0n: 00/00/00 🚖		
Printed By:		
Note:		
Sign Off: Click here to Sign Off	E	793 x 881 x 32 BPP
	Activate Windows	. 733 X 001 X 32 BPP
🛃 Edit 📑 Save 😂 Sign Off 🕅 RxRenew	ral/RsChange 🕼 Autho. 🖗 Referral 🛛 Add Rx Request 📑 📄 📻 Ext. Lab Result 🔍 View Deleted <table-cell> Delete 🐼 Fax 🛊 🛊 😨 Sele</table-cell>	t Sign 😽 Split

Figure 62 In the upper-left pane of the **Fax/HIE Received** window, search for and select the applicable fax document, and then click **Add Rx Request** in the lower pane.

- 4. On the gold bar of the **Add Rx Request** window, type the name of the drug in the **Drug** box to search for a drug.
- 5. In the center pane, select the applicable drug from the **Prescribed Drug** list.

Below the **Prescribed Drug** list, you can view the fax or HIE document.





								Add Rx Requ	est						?	-
ient: (?) Doe, John (PTC	00000335) 🛛 🧝 Dru	ıg:			Reque:	st Date:	12/29/20 💠	01:24 PM 🖨 F	lequest From: Fax		V Office: OFFI	3	~			
Prescribed Drug	I (?)	Request 1	уре	Refill	QTY.		Pharmacy		Sig (?)			Pending	Request:			
NEOSALUS CP CR	EAM	Refill	✓ 1+	2	60. ≑	30 💠	A FAMILY PH	ICY	V Take 1 twice daily	y .	Y PRN NTE DAU	Date		From	Added	
Priority: Low	Provider: Kent, Ki	ris	🖌 Las	Approve	d Date: 1	2/23/20) Note:			Attach Doc	. Add Doc. 🖹		0 Authorizatic		Kent, Kris	
ALBUTEROL 0.83 H	MG/ML SOLUTION	Refil	✓ 1+	3÷	30. 🜩	30 🜩	139 Pharmac	y	🗸 1 vial in nebulizer	3 to 4 times per o	le 🧹 PRN NTE JAW		rg. Accortant Cy:			
Priority: Low	V Provider: Kent, Ki	ris	V Las	Approve	d Date: 1	2/16/20	Note:			Attach Doc	. Add Doc. 隵	Na	te:			(
LESCOL XL 80 MG	TABLET	Refil	v 1+	L.	30. 🚖	30 🜩	139 Pharmac	y	×		V PRN NTE JUW		0 Authorizatic		Martin, Ja	зy
Priority: Low	 Provider: Martin, 	Jay	V Las	Approve	d Date: 1	1/10/20	Note:			Attach Doc	Add Doc. 🗟		ag: BENADRYI cv:		EALS	
												No				
Next Refil Due Select A	II Deselect All								F11	= Add Row F12	? = Delete Row	 12/23/2 	0 Discontinue	Fax	Kent, Kris	s
👆 🕰 👍 🍠 🗖) M . <i>M</i> I I	I 💼 🔍 -	40%	v Q	1	/1 v	۵	Q Q 👪 🛛	9				ig: VIGAMOX I		IPS 0.5 % DF	10
10000-000000	And I also have been a second second							I				Pharma No	cy:			
Contraction of the local data and the local data an	1000	10000											0 Discontinue	Pharmacy	system	
		_											Ig: ONE-PIECE			
NUCLEUR	CONTRACTOR CONTRACTOR											Pharma	cy:	1140316		
												Na				
and the second	1.2												0 Order	Patient	system	
1000		1.101											ag: VITAMIN B cy:		ABLET	
		-											te: Added by S			
													0 Order	Patient	system	
		100000										Dr	ig: LESCOL XI	. 80 MG TABLE	ET	
													cy:			
													te: Added by S			
													0 Order Ja: LESCOL 20	Patient	system	
	10100 1.0	10110											IY. LESCOL 20 CV:		-	
		10.00											te: Added by S			
📾 👷 🖬 🗉 😳									Res: 96 x	96 DPI Size:	793 x 881 x 32 BRP		0 Refill In COWS	Patient Port		
						_					00	to System	in Control			m
Add New Drug	Add from Sures	scripts Histor	у											🗸 Ok	X Car	IC

Figure 63 Below the Prescribed Drug list, you can view the fax or HIE document.

To add a drug that is not in the **Prescribed Drug** list, click **Add New Drug** in the lower pane to open the **Add Prescription** window where you can create a new prescription.

6. Enter the other necessary information, and then click **Ok**.

Add a prescription request from patient and pharmacy calls

Prescription requests from patients and pharmacies done through calls can be added manually to the **Rx Management** window through the **Patient Chart View** window.

To add prescription requests in **Patient Chart View**, follow these steps:

1. On the IMS screen, press Alt + C.





- 2. On the gold bar of the **Patient Chart View** window, click the question mark symbol ⁽²⁾ beside **Patient**.
- 3. In the Search Patient window, search for and select the applicable patient.
- 4. Click **Rx**, and then click **Add Rx Request**.
- 5. On the gold bar of the **Add Rx Request** window, type the name of the drug in the **Drug** field to search for a drug.
- 6. In the center pane of the Add Rx Request window, select the applicable drug in the Prescribed Drug list.

To add a drug that is not in the **Prescribed Drug** list, click **Add New Drug** in the lower pane to open the **Add Prescription** window where you can create a new prescription.

7. Enter the other necessary information, and then click **Ok**.

Approve or deny prescription renewals

When a pharmacy renews a prescription, it is necessary that the provider approves or denies the renewal request.

To approve or deny prescription renewals, follow these steps:

- 1. On the IMS menu bar, click **Activities**, and then click **Rx Management**.
- 2. On the gold bar of the **Rx Management** window, click the red question mark ⁽²⁾ beside **Patient**.
- In the Search Patient window, search for and select a patient, and then click Ok.





- 4. In the center pane of the **Rx Management** window, click the **Request** tab in the center pane.
- 5. In the same column of the drug, click the **Approve/Deny** toggle button to either approve or deny the refill request.

To approve multiple refill requests, select the check boxes in the **S** column, and then click **Approve Refill** in the lower pane.



Figure 64 In the same column of the drug, click the **Approve/Deny** toggle button to approve or deny a refill request. To approve multiple refill requests, select the check boxes in the **S** column, and then click **Approve Refill** in the lower pane.

Change a prescription

When a pharmacy, patient, or another provider requests to change a prescription, it is necessary that the assigned provider approves or denies the change request.

To change a prescription, follow these steps:

1. On the IMS menu bar, click Activities, and then click Rx Management.





- 2. On the gold bar of the **Rx Management** window, click the red question mark ⁽²⁾ beside **Patient**.
- In the Search Patient window, search for and select a patient, and then click Ok.
- 4. In the center pane of the **Rx Management** window, click the **Request** tab in the center pane.
- 5. On the gold bar of the **Request** tab, select **Change** from the **Type** list, and then click **Retrieve**.
- 6. In the row for the applicable drug, click **Change** in the **Status** column.

<u>*</u>						Prescript	ion					
Patient (?)										Select P	ayer: PBMX - N	4TT%643EJ
Next Appt Date: Last Visit Date: 07/17/20	Height: Weight:	Allergy: Age:								Signatuare	Bx/Lab∧	/ital 🔞 S
(A)ctive Rx 🛛 😃 Changed/DI	C Gro	up By: Drug Class	~					Set to all: D	ays:	Qty.:	😫 Refilt	😫 Pha
S Drug Lipotropics (2)	Start	SIG	D)ays Qt	y. Unit	Refill	Pharmacy (?)		Status			
✓ LESCOL 20 MG CAPSULE	<mark>S</mark> 07/08/20	test	3	30 🜲 🦳 90.	Applicatorf	-	100000-075-088		^o ending Req	. 😰 👼	1 🛛 🖒 🗘	4 🗎
> Change (Pharmacy) 🗋 🚺	w 09/28/20	Ass. Dr:	¥				Longer of the later		<u>Change</u>		ď	

Figure 65 In the row for the applicable drug, click Change in the Status column.

- 7. From the **Reason** list in the **Change** window, select the change reason, and then click **Ok**.
- 8. In the **Change Prescription** window, make the applicable changes, and then do any of the following:
- Save. Click Save to save the changes.
- Save & Send. Click Save & Send to save the changes and send the prescription to the requester.





Create a prior authorization

When a pharmacy requests for a prior authorization, you can create or attach a prior authorization in the **Rx Management** window.

To create a prior authorization, follow these steps:

- 1. On the IMS menu bar, click Activities, and then click Rx Management.
- 2. On the gold bar of the **Rx Management** window, click the red question mark ⁽²⁾ beside **Patient**.
- In the Search Patient window, search for and select a patient, and then click Ok.
- 4. In the center pane of the **Rx Management** window, click the **Request** tab in the center pane.
- 5. On the gold bar of the **Request** tab, select **Authorization** from the **Type** list, and then click **Retrieve**.
- 6. In the row for the applicable drug, click **Create** in the **Status** column.

equest (14) Rx Tracking	ePA Tracking S	cheduled Rx								
Patient (?) All	From: Office Group: Office (?) Priority: Status: Type: Assign Dr: (?) 00/00/00 0/00/00 All All Pending Authorization All Statt SIG Days Qty. Unit Refill Pharmacy(?) Status Statt Visit: 10/19/20 Next Appt: If If If If If If Statt Visit: 10/19/20 Next Appt: If If If If If If If Statt SIG 09/21/10 1 tablet twice daily for 14days 14 28 Tablet If If If Statt If <	B A								
S Drug	From: To:: Office Group:: All Priority:: Status: Type:: Assign Dr: (?) 00/00/00 ♀ All All All Pending Authorizatior All Image: State State State Days Qty. Unit Refill Pharmacy (?) Status Image: State State State Last Visit: 10/19/20. Next Appt: Image: State Imag	Poviow: 🖹 🛤								
00/00/00 OU/00/00 All All Pending Authority 5 Drug Start SIG Days Qty. Unit Refill Pharmacy (?) © Image: CEFTIN 500 MG TABLET S 03/21/10 1 tablet twice daily for 14days 14 28. Tablet Image: CEFTIN 500 MG TABLET S 03/21/10 1 tablet twice daily for 14days 14 28. Tablet Image: CEFTIN 500 MG TABLET		✓ Pending Req								
	Low 🗸 🗸	7/28/20 Ass. Dr:	89.001 (-9 <u>6</u>)	~		10.11110	ALC: UNDER STREET	✓ <u>Create</u>		

7. In the Auth./Referral Tracking window, search for and select the prior authorization document.





You can click **Add** in the lower pane to create a new prior authorization document.

8. Click Save.

Note:

Track all the sent prior authorizations in the **ePA Tracking** tab.

You can click the **Add Request** symbol See beside the status to open a new row where you can add a prescription request to the prior authorization.

S Drug	Start SIG	Days	Qty. Unit	Refill Pharmacy(?)	Status	
Transfer Transfer (British) (BB)	🙎 👫 🔷 🗛 🛛 Last Visit: 10/	19/20 Next Appt:				Review: 🗟 🖺 🚧 🔍
> CEFTIN 500 MG TABLET	S 09/21/10 1 tablet twice daily for 14	lays 14 🜲	28. 🜲 Tablet		V Pending Req.	🖶 🖉 🖿 🖨 🗸
Authorization 🗋 Low (Pharmacy)	▼ 07/28/20 Ass. Dr:	~			V <u>Create</u>	ſ.
Add Req. Refill 🗸 Low	¥ 12/30/20 Ass. Dr:	v 14÷	28. 🜲 Tablet			28
Note:			Req. Fro	m: Pharmacy 🔽 🔥	Id Doc. Attach Doc.	

Figure 67 A new row where you can add a prescription request to the prior authorization

Discontinue a prescription

When a pharmacy, patient, or another provider requests to discontinue a prescription, the assigned provider can discontinue a prescription in the **Rx Management** window.

To discontinue a prescription, follow these steps:

- 1. On the IMS menu bar, click Activities, and then click Rx Management.
- 2. On the gold bar of the **Rx Management** window, click the red question mark ⁽²⁾ beside **Patient**.
- In the Search Patient window, search for and select a patient, and then click Ok.





- 4. In the center pane of the **Rx Management** window, click the **Request** tab in the center pane.
- 5. On the gold bar of the **Request** tab, select **Discontinue** from the **Type** list, and then click **Retrieve**.
- 6. In the row for the applicable drug, click **Discontinue** in the **Status** column.

•					Rx Manage	ment			
Request (6) Rx Tracking el	PA Tracking So	heduled Rx							
Patient (?)	From: 00/00/00 🚖	To: 00/00/00 🚖	Office Group:	Office(?) All	Priority:	Status: Pending v	Type: Discontinue	Assign Dr: (?) All	
S Drug		Start SIG			Qty. Unit	Refill Pharma	;y (?)	Status	
VIGAMOX 0.5% EYE DROPS	6 0.5 % 🚺 1	🤗 👫 🔁 🛕 🛛 0/08/20 1 gtt every	. ast Visit: <u>08/12/1</u> 8 hours for 7 days	9 Next Appt: 7			() ()	✓ <mark>Pending Req.</mark>	Review: 🛃 🖭 🏟
Discontinue (Fax) 🗋	Low 🗸 1	2/23/20 Ass. Dr:	Tanks (Transfer	¥				Discontinue	
Figure 68	In the r	ow for t	the appl	icable d	drug, cli	ck Disco i	ntinue i	n the Sta	itus

- 7. From the **Reason** list in the **Discontinue** window, select the discontinue reason, and then click either of the following:
- **DC**. Click **DC** to discontinue the selected prescription.

column.

• DC & eSend. Click DC & eSend to discontinue and electronically send the selected prescription.

Prescribe a new prescription

New prescription requests that are manually added in the **Rx Management** window appear in the **Other Request** column.

To prescribe the new prescription request to the patient, follow these steps:

1. On the IMS menu bar, click Activities, and then click Rx Management.





- 2. On the gold bar of the **Rx Management** window, click the red question mark ⁽²⁾ beside **Patient**.
- In the Search Patient window, search for and select a patient, and then click Ok.
- 4. In the center pane of the **Rx Management** window, click the **Request** tab in the center pane.
- 5. On the gold bar of the **Request** tab, select **New** from the **Type** list, and then click **Retrieve**.
- 6. In the row for the applicable drug, click **Prescribe** in the **Status** column.



Regardless of the type of request, you can access these common symbols to the right of the **Status** column:

- Add Request. Click the Add Request symbol 🞯 to add a refill, change, or discontinue request.
- Add PA Request. Click the Add PA Request symbol 🕅 to add a prior authorization request.
- Approve & Print. Click the Approve & Print symbol 🗟 to approve and print the prescription request.





If the last approved date is the current date, the symbol works as **Print**.

Approve & Send. Click the Approve & Send symbol to approve and send the prescription request.

If the last approved date is the current date, the symbol works as Send.

- Edit. Click the Edit symbol it to open the Edit Prescription window and edit the prescription.
- Copy and Edit. Click the Copy and Edit symbol 트 to copy a prescription request.
- Change. Click the Change symbol 💋 to change the prescription.
- Discontinue. Click the Discontinue symbol 쓰 to discontinue the prescription.
- Click here to mark the Request done. Click the Click here to mark the Request done symbol s
- Open Auth./Referral Tracking. Click the Open Auth./Referral Tracking symbol Referral the Auth./Referral Tracking window.

Patient (?)	From: 00/00/00	To:		Office Group:	Office(?) All	Priority:	~	Status: Pending		Type: All	Assign Dr: (?)			Receiv All
S Drug	_	Start	SIG	- 1 P - 00 100 10	Days	Qty. Unit		Refill	Pharmacy	(?)	Status		E) ber f	
DULERA 200 MCG/5	MCG /ACTHATION	🤋 👫 👩 08/07/20	<u> </u>	st Visit: <u>09/29/2</u>	30 		[v Pending Req	_	2 🖭 🖡	
Authorization (Pharmacy)	Low	♥ 08/07/20	Ass. Dr:	ander aprop-	v						✓ Create			ď
		9 🚯	🗳 🛕 🛛 Las	st Visit: <u>08/21/2</u>	20 Next Appt:		Add	123	612 Refi	lls	Print Send	Review:		
OMNARIS 50 MCG N/	ASAL SPRAY	S 10/05/10	2 sprays in e	ach nostril daily	30 🌲	1. 🜩 Unspe	cifie	5 🜲	Walgeore (North Diar E Re	n 🗸 Pending Req	. 🔗 🖯	1	ι¢.
Refill (Pharmacy)	🗋 Low	♥ 08/24/20	Ass. Dr:	NAMES OF TAXABLE	∀ 30	1. 🖨 Unspe	cified +	4 🜲	Walgeone (lioth Star 5 Re		- e	1	V
ZYRTEC 10 MG TABL	.ET	S 10/05/10	1 tablet(s) by	mouth daily	30 🜲	30. 🖨 Tablet	[5 🜲	Walgeone (*	Noth Star & Re	Pending Req	.	12	<u>ن</u> 0،
Authorization (Pharmacy)	Low	♥ 08/24/20	Ass. Dr:		~				Walgeone (North Star & Par	n ↓ Approved	A state	1	M



