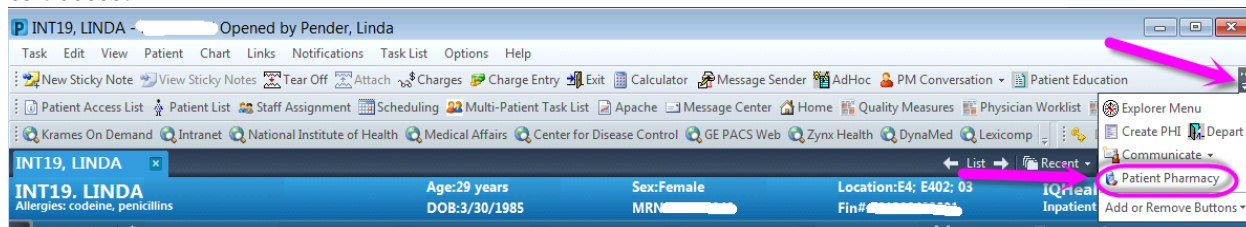


ePrescribe Education

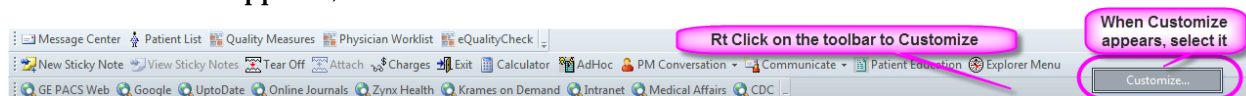
How to Enter a Patient's Preferred Pharmacy:

To enter the Pt's Preferred Pharmacy on Admission:

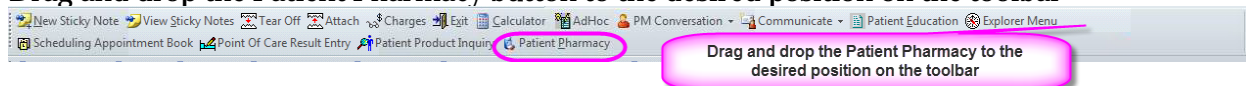
- Perform this step prior to documenting the Admission Assessment Powerform.
- Find the Patient Pharmacy button on the toolbar, you might have to click the drop down box to the right to access:



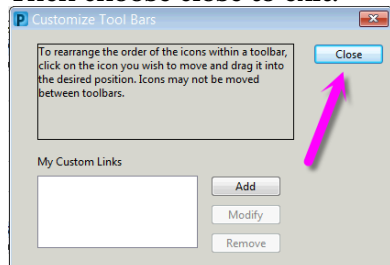
- To move the Patient Pharmacy button to the main toolbar, Rt click on any open space on the toolbar, when Customize appears, select it:



- Drag and drop the Patient Pharmacy button to the desired position on the toolbar



- Then choose close to exit:



- Select Pt Pharmacy on the tool bar:
- Have the patient present and engage them when trying to search for a pharmacy.
- On the Search Tab, you can enter the Pharmacy Name, Address, City, State, Zip Code, Phone Number, or any combination of the listed information.
 - Less is more. Do not try to enter the entire pharmacy name or address into the search fields. Start searching with one word from the name or just the street name.
 - If you have a pill bottle or fax from a pharmacy in hand, search by the Street Number only. Also make sure the defaulted city and state are correct.
 - If you do not have the street address and are seeing the patient, search by:
 - Pharmacy Name
 - Pharmacy Name in combination with Street Name if known.
 - Do not enter extra street information into the address (for example, Ave, Dr, and St).
- Then select Search to view all matches.
- Once you have found the correct Pharmacy, Rt click and select add.
- There is an option of looking through the Cross-streets to assist with finding the correct pharmacy by showing the roads the Rx is located on.

ePrescribe Education

Custom Patient Preferred Pharmacies

INT19. LINDA Age: 29 years Sex: Female Location: E4; E402; 03 IQHealth: No
 Allergies: codeine, penicillins DOB: 3/30/1985 MRN: [REDACTED] Fin#: [REDACTED] Inpatient - [10/18/2013 3:5...]

The default pharmacy is displayed in the Patient Preferred tab with bold text.

Patient Preferred **Search**

Pharmacy Name: CVS
 Address:
 City: MACON
 State: GA
 Zip Code:
 Phone:

Pharmacy Type: ☒ Retail ☐ Specialty
☐ Mail Order ☐ 24-hour ☐ Long-term Care

Search

☐ Remember search options

Pharmacy Name	Address	Cross-Street	City	State	Zip Code	Phone	Pharmacy Type
CVS PHARMACY # 2472	1390 PIO NONO AVENUE		MACON	GA	31204	Tel: (478) 7...	Retail
CVS PHARMACY # 3774	158 EMERY HWY		MACON	GA	31217	Tel: (478) 7...	Retail
CVS PHARMACY # 4255	3012 HARTLEY BRIDGE ...		MACON	GA	31206	Tel: (478) 7...	Retail
CVS PHARMACY # 4545	1615 FOREST HILL RD.		MACON	GA	31210	Tel: (478) 4...	Retail
CVS PHARMACY # 4765	3752 EISENHOWER PAR...		MACON	GA	31206	Tel: (478) 7...	Retail
CVS PHARMACY # 7212	1271 GRAY HIGHWAY		MACON	GA	31211	Tel: (478) 7...	Retail
CVS Pharmacy #3772	4291 Mercer University Dr		Macon	GA	312044...	Tel: (478) 4...	Retail

You can enter the Pharmacy Name, Address, City, State, Zip Code, Phone Number, or any combination of the listed information. Then select Search to view all matches. Once you have found the correct Pharmacy, right click on the selection and choose add.

Close

If the Patient's Preferred Pharmacy cannot be found, then the nurse is to document the Pharmacy name and number in the Admission Assessment Powerform.

To View the Pt's Preferred Pharmacy:

Select the Patient Preferred Tab:

- The **Bold Pharmacy** is the Preferred Pharmacy.
- You can change the Preferred Pharmacy by Rt clicking on another Pharmacy and selecting **Set as Default**.
- To Remove a Pharmacy, Rt click on the Pharmacy and select **Remove**.

Custom Patient Preferred Pharmacies

INT19. LINDA Age: 29 years Sex: Female Location: E4; E402; 03 IQHealth: No
 Allergies: codeine, penicillins DOB: 3/30/1985 MRN: [REDACTED] Fin#: [REDACTED] Inpatient - [10/18/2013 ...]

The default pharmacy is displayed in the Patient Preferred tab with bold text.

Patient Preferred **Search**

Pharmacy Name	Address	Cross-Street	City	State	Zip Code	Phone	Pharmacy Type	Pharmacy Attribute
CVS PHARMACY # 3774	158 EMERY HWY		MACON	GA	31217	Tel: (478) ...	Retail	
CVS PHARMACY # 2472	1390 PIO NONO AVENUE		MACON	GA	31204	Tel: (478) 7...	Retail	

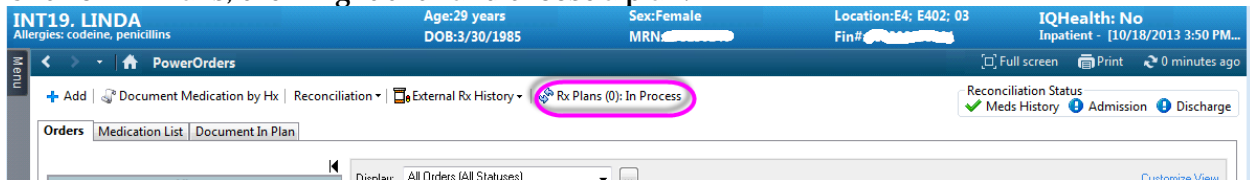
Remove
Set as Default

ePrescribe Education

Documenting Meds By History:

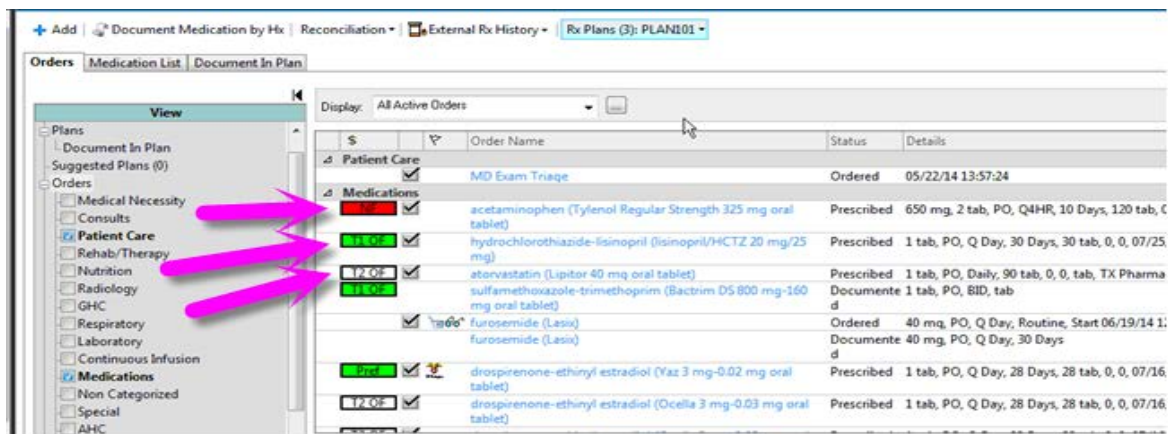
Querying for pt insurance:

- In the PowerOrders Menu Tab, you can pull the patient's External Prescription History by first Querying for pt insurance by selecting **Rx Plans**: (NOTE: This process has to be completed before any External Rx History will show.)
- Click on RxPlans, then Right click and choose a plan:



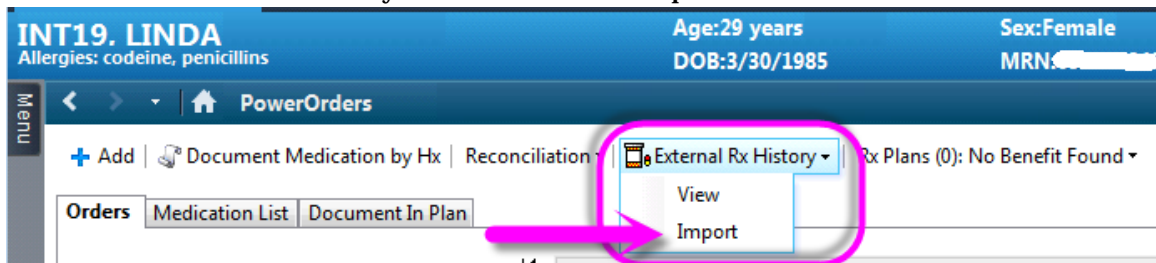
- If you get an error for eligibility, you will not have access to the pt's External Rx History.
- Information is pulled from Surescripts database that pulls from multiple pharmacies.

If the Insurance Company reports to Surescripts database there will be boxes to the left side of the medications: Green- cheapest, preferred; White- on formulary; Red- not formulary. ex: level of coverage, restrictions of coverage, co-pay, alternatives, and hyperlinks in some cases.

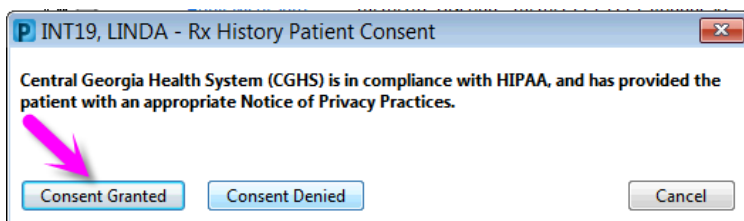


To Pull the External Pharmacy History:

- Select the External Rx History button and select Import:



- Upon Admission, consent is given within the general consent document authorizing the release of medical information. CGHS is in compliance with HIPAA.
- Select Consent Granted:



ePrescribe Education

- The Patient's Rx History will Display in a dual screen with the Document Medication Hx:

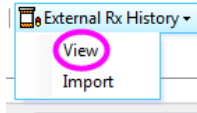
The screenshot displays a dual-screen interface for ePrescribing. The left pane, titled 'External Rx History', shows a list of prescriptions with columns for 'Order Name/Details', 'Last Fill', and 'Add As'. A pink circle highlights the 'Add As' button for the entry 'VICODIN ES 7.5MG-750MG TABLET' with a last fill date of 6/25/2014. A tooltip for this entry shows details: 'pantoprazole(MED 1 for 127 on 20120208)', 'Date Written: 2/8/2014', 'Quantity: 30 Unknown Unit', 'Original Refills: 11', and 'Prescriber: HATEM, DAVID Y'. The right pane, titled 'Document Medication by Hx', shows a list of 'Home Medications' including acetaminophen, amoxicillin, atorvastatin, drospirenone-ethinyl, furosemide, heme iron polypeptide, hydrochlorothiazide, and multivitamin with iron. A 'Last Documented On' date of 6/25/2014 is shown at the top of this pane.

- Select the Scroll beside the Med to populate the Med in the Document Meds by Hx.
- You should enter all information about the medication that the pt provides, Ex: Frequency, Duration and Route.
- The External History functionality is recommended to use to help guide the conversation with the patient, this may not be the most accurate medication list and the patient will still need to be interviewed.**

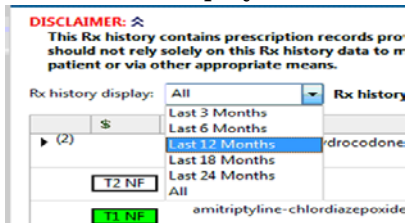
ePrescribe Education

To View the External Rx History:

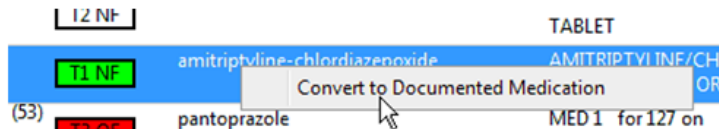
- Click on the External Hx Button and select View:



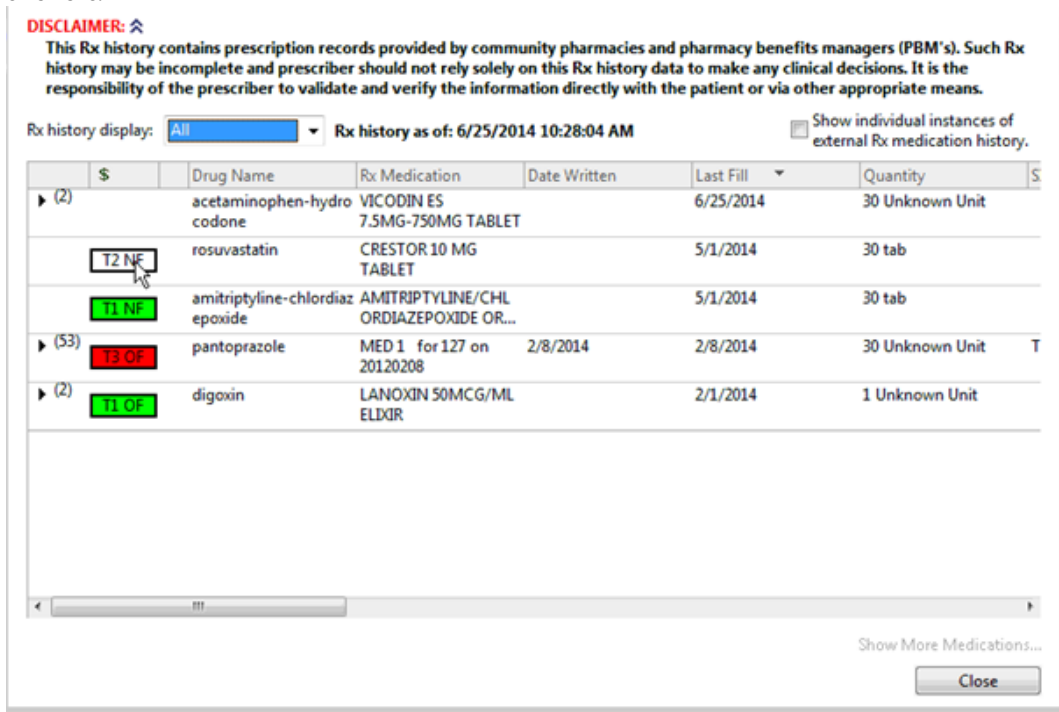
- To filter the display:



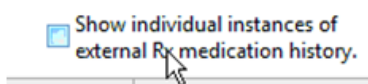
- To Convert to a Documented Medication, Rt click on the Med and Select Convert to Documented Medication:



- Multiple instances of prescriptions refilled can be displayed in one line with a # in parenthesis to the left.



- To view each individual instance of External Rx Med Hx click the box in the upper right:



Entering a New Prescription:

- Within PowerOrders, click Add. This opens the order search box.
- Make sure the Type is set to Discharge Meds as Rx.
- Search for and select the medication to be prescribed.

SCHNUR, BERT L Add Order
Age: 69 years **Sex:** Male **Location:** EC6; EC50; 04 **IQHealth:** No
Allergies: No Known Allergies **DOB:** 4/19/1945 **MRN:** 098130519 **Fin#:** 981305194142 **Emergency - Emergenc...**

Diagnosis (Problem) being Addressed this Visit

+ Add Convert Display: Active

SNOMED CT

Clinical Dx	Code
Acute CHF	428.0

Problems

+ Add Convert No Chronic Problems

Display: All

SNOMED CT

Name of Problem	Code
Emotional problem	1491815016

Search: ciprol **Advanced Options** Type: Discharge Meds as Rx

Folder: Search within: All

TIP	Cipro 250 mg oral tablet	TIP	Cipro 500 mg oral tablet 1 tab,
TIP	Cipro 500 mg oral tablet	TIP	Cipro 750 mg oral tablet 1 tab,
TIP	Cipro 750 mg oral tablet	TIP	Cipro 250 mg oral tablet 1 tab,
NF	Cipro 250 mg/5 mL oral liquid	TIP	Cipro 250 mg oral tablet 1 tab,
NF	Cipro 500 mg/5 mL oral liquid	TIP	Cipro 500 mg oral tablet 1 tab,
TS NF	Cipro HC 0.2%-1% otic suspension	TIP	Cipro 500 mg oral tablet 1 tab,
NF	Cipro XR 500 mg oral tablet, extended release	TIP	Cipro 500 mg oral tablet 1 tab,
NF	Cipro XR 1000 mg oral tablet, extended release	TIP	Cipro 750 mg oral tablet 1 tab,
NF	Cipro I.V. 400 mg/200 mL-D5% intravenous solution	TIP	Cipro 750 mg oral tablet 1 tab,
TIP	Cipro 500 mg oral tablet 1 tab, PO, Q1H, 20 tabs, tab	NF	Cipro 250 mg/5 mL oral liquid
TIP	Cipro 250 mg oral tablet 1 tab, PO, Q1HR, 20 tabs, tab	TIP	Cipro 500 mg/5 mL oral liquid
TIP	Cipro 250 mg oral tablet 1 tab, PO, Q1HR, 20 tabs, tab	TIP	Cipro 250 mg/5 mL oral liquid
TIP	Cipro 500 mg oral tablet 1 tab, PO, Q1HR, 20 tabs, tab	NF	Cipro 250 mg/5 mL oral liquid
TIP	Cipro 250 mg oral tablet 1 tab, PO, Q12HR, 7 Days, 14 tabs, tab		

- Fill in all details needed to complete the prescription.
- To send to the Pt's Preferred Pharmacy, simply select Sign.
- If the Pt's Preferred Pharmacy has not been documented, you can enter it by clicking the ellipsis or Other... in the drop down box displayed below:

Details for **ciprofloxacin (Cipro 500 mg oral tabl...** Send To: **TX Pharmacy 10.6MU (W136 N7084 Texans Way)**

Details Order Comments Diagnosis

Dose	*Route of Adm...	*Frequency	Duration	*Disp
1 tab	PO	Q18HR	14 Days	19 tab

*Start Date/Time: 07/16/2014 1013

Drug Form: tab

Special Instructions:

TX Pharmacy 10.6MU (W136 N7084 Texans Way)
 CVS PHARMACY # 3774 (158 EMERY HWY)
 Build Test 10.6 (123 Main St)
 CM011 on cerner-print5 (from DTM2LINDA) in session 4
 Microsoft XPS Document Writer
 Do Not Send: given to patient
 Do Not Send: called to pharmacy
 Do Not Send: other
 Other...

- If the Patient's Preferred Pharmacy is listed, Rt click and set as default. If not go to the Search Tab.

The screenshot shows the 'Prescription Routing' dialog box. At the top, there is a 'Send to:' dropdown menu set to 'Pharmacy'. Below it, the 'Apply to:' section has three radio button options: 'Selected Pending Prescription(s)' (which is selected), 'All Pending Prescriptions', and 'All Pending Non-Tamperproof Prescriptions'. A pink callout bubble points to the 'Selected Pending Prescription(s)' option with the text: 'if the Pt's Preferred Pharmacy is not listed, go to the Search Tab.' Below the radio buttons are two buttons: 'Patient Preferred' and 'Search', both circled in pink. The 'Search' button is highlighted with a pink oval. Below these buttons is a table with the following columns: Pharmacy Name, Address, Cross-Street, City, State, Zip Code, and Phone. The table contains three rows of data. The first row is highlighted in blue. A pink callout bubble points to the 'Patient Preferred' button with the text: 'If the Patient's Preferred Pharmacy is listed, Rt click and set as default.' At the bottom of the dialog box, there is a status bar showing 'SCHNUR, BERT L - 098130519' and two buttons: 'OK' and 'Cancel'.

Send to: Pharmacy

Apply to:

- ☒ Selected Pending Prescription(s)
- ☐ All Pending Prescriptions
- ☐ All Pending Non-Tamperproof Prescriptions

Patient Preferred **Search**

if the Pt's Preferred Pharmacy is not listed, go to the Search Tab.

Pharmacy Name	Address	Cross-Street	City	State	Zip Code	Phone
TX Pharmacy 10.6MU	W136 N7084 Texans ...		Houston	TX	77001	Tel: (832) ...
CVS PHARMACY # 3774	158 EMERY HWY		MACON	GA	31217	Tel: (478) 7...
Built Test 10.6	123 Main St		Alexandria	VA	22315	Tel: (703) 5...

If the Patient's Preferred Pharmacy is listed, Rt click and set as default.

SCHNUR, BERT L - 098130519 OK Cancel

ePrescribe Education

- Controlled Substances cannot be sent via ePrescribe.
- They can be ordered in the same ordering conversation.
- To print** the prescriptions, select the printer that displays as **on Cerner-print** in the Send To field:

Details for **ciprofloxacin (Cipro 500 mg oral tablet)**

Details | Order Comments | Diagnosis

Dose: 1 tab | *Route of Admin: PO | *Frequency: Q18HR | Duration: | *Dispense: 20 tab

*Start Date/Time: 07/15/2014 | 1353

Drug Form: tab

Special Instructions:

Send To: Select Routing

h6conf1

CMOL1 on cerner-print5 (from DTM2LINDA) in session 3

Microsoft XPS Document Writer

CVS

Do Not Send: given to patient

Do Not Send: called to pharmacy

Do Not Send: other

Other...

- The Electronic Prescription Preview screen will display if you have entered medications for ePrescribe.
- Special instructions cannot exceed 140 characters.
- In the event of a downtime for Surescripts, you will still be able to print prescriptions.
- If changes to the prescription are needed, select modify to return to the ordering scratch pad, otherwise select Sign:

Electronic Prescription Preview

DOCKENDORF, TAD

MRN: 98130530 | DOB: 07-05-1975 | Sex: Male | Home: (478)781-1281

Address: 32 RANCH PASS, CHEYENNE, WY 82001

Test, Test

123 Main St, Atlanta, GA 64117 Phone: 3163334444 Fax: 8163334444

National Provider Identifier:[6432274580]

TX Pharmacy 10.6MU — W136 N7084 Texans Way, Houston, TX 77001 Phone: 8325558232 Fax: 8325558233

Cipro 250 mg oral tablet

1 tab PO Q12HR,x7 Days

#14 tab, Refills:1, DAW:No, Date Written:07-16-2014

[Modify]

Pt's Preferred Pharmacy

If changes to the prescription are needed, select modify

Sign Cancel

- If the ellipsis is selected on a Controlled Substance, the Prescription Routing screen appears:

Prescription Routing

Send to: Printer

Apply to: ☐ Selected Pending Prescription(s) ☐ All Pending Prescriptions ☒ All Pending Non-Tamperproof Prescriptions

Default

☐ Always treat my personal default output destination as the default

☒ Always use the default output destination associated with the computer that I am using

Output Devices

Favorites | Other Output Devices

Device Name | Description | Type | Location

CMOL1 on cerner-print5... | Auto Created Client Printer DTM2... | PRINTER | Chief Medical Officer

Microsoft XPS Documen... | PRINTER

ALWAYS choose a printer that displays on Cerner-print

Click the appropriate selection

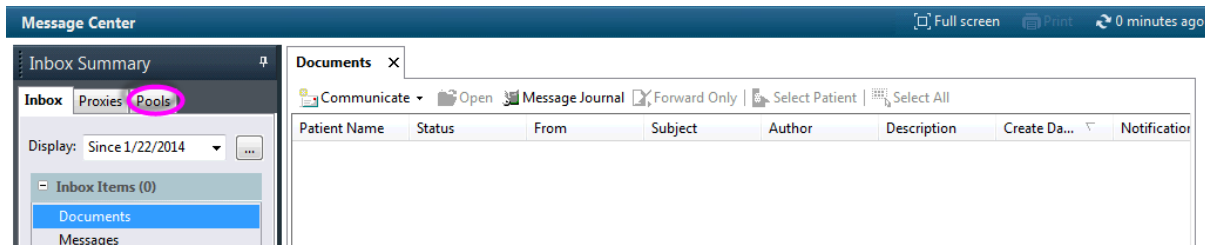
DOCKENDORF, TAD -

OK Cancel

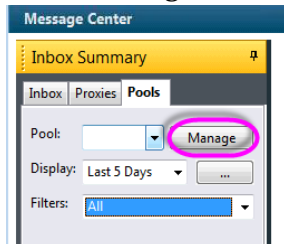
Checking ePrescribe Routing Errors:

- From Message Center- Select the Pools tab:

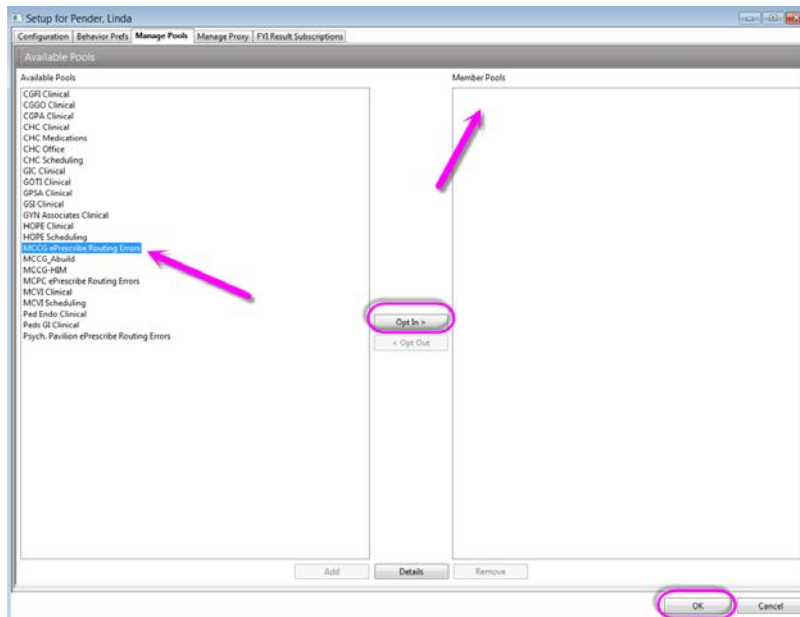
ePrescribe Education



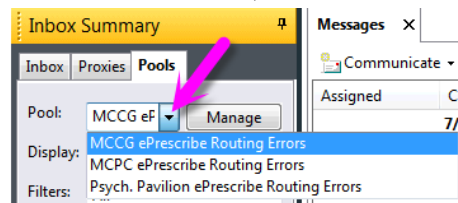
- Set the Display to Last 5 Days
- Select Manage:



- Select MCCG ePrescribe Routing Errors, then Opt In to move it to the Member Pools on the right, then select OK:

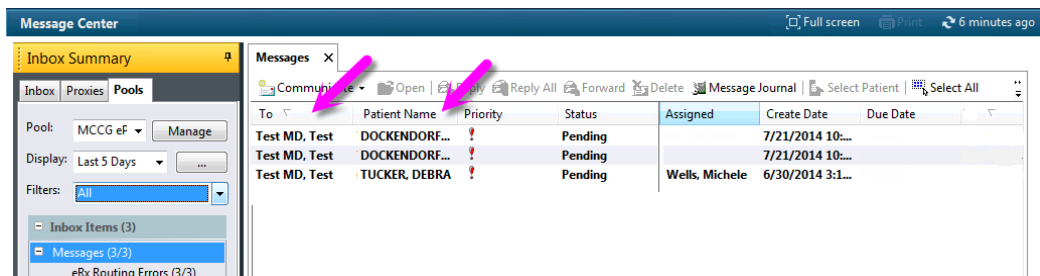


- If you see patients at MCPC or the Psychiatric Pavilion, please also add MCPC ePrescribe Routing Errors and/or Psych. Pavilion ePrescribe Routing Errors to your Member Pool.
- To select each Pool, click the down arrow beside the Pool filter:

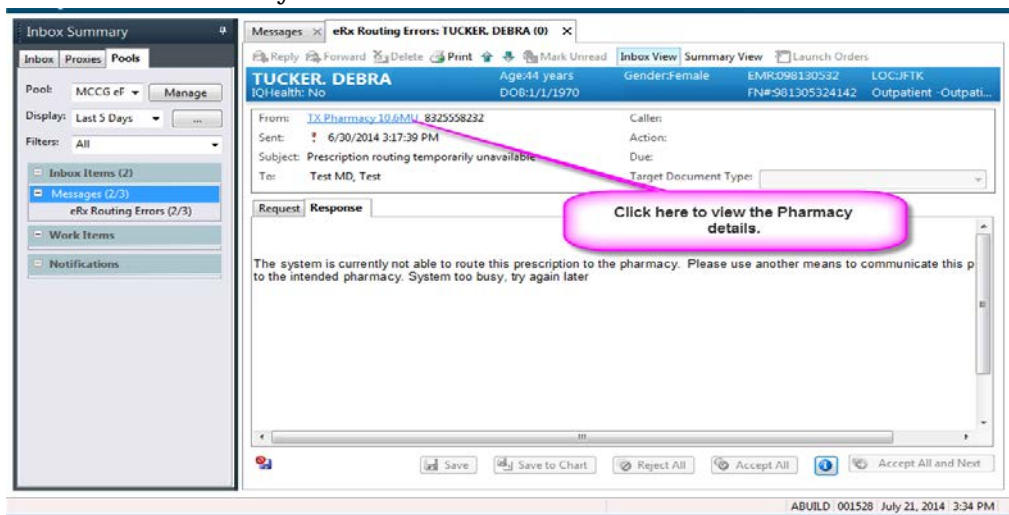


- To sort the Pool by Ordering Personnel, Click on the **To** column.
- Then find the **Patient Name** in the next column:

ePrescribe Education



- When the correct MD and Pt are located, double click on the error to open the eRX Routing Error, then click on the Pharmacy to view the details:



- The Renewal Details box gives you all of the details needed to call the prescription in to the Pharmacy:

Renewal Details from Pharmacy

Pharmacy Information
Pharmacy: TX Pharmacy 10.6MU
Address: W136 N7084 Texans Way, Houston, TX 77001
Phone: 8325558232 Fax: 8325558233

Patient Information
Name: TUCKER, DEBRA Sex: Female
Address: 8331 EVERWOOD DR, CLEVELAND, OH 44103-
DOB: DOB: 1/1/1970
Phone: (478)788-3660

Prescription Renewal 1
Rx ID: 1000751149 Sent:
Order: Tylenol Regular Strength 325 mg oral tablet
SIG: 650 mg, 2 tab, PO, Q4HR, 20 tab, 0, 0, TX Pharmacy 10.6MU
Qty: 20 tab Days Supply: 0 Refills: 0
Prescriber: Test MD, Test Last Filled:
Pharmacist: Pharmacy Tech:
Note:

Close

- To Save text in a Routing Error that still needs to be addressed:
 - Enter the details and choose **Save**. This Saves the error in the message Center Pool.
- To Save to Chart the details entered of how you addressed the routing error:
 - Enter the details and choose **Save to Chart**. This information is saved to Clinical Notes for reference.



ePrescribe Education

Screenshot of Clinical notes Correspondence-General Message- Prescription routing error:

DOCKENDORF, TAD
Allergies: codeine

Age: 39 years
DOB: 7/5/1975

Sex: Male
MRN: 098130530

Location: JFTK
Fin#: 981305304142

IQHealth: No
Outpatient -Outpatient Surger...

Clinical Notes

Thursday, May 29, 2014 - Monday, July 28, 2014 : 1 out of 1 documents are accessible. (Date Range) In Error Documents Filtered

Correspondence
General Message
7/24/2014 10:12 AM

Result Type: General Message
Result Date: July 24, 2014 10:12 AM
Result Status: Modified
Result Title: **Prescription routing temporarily unavailable**
Performed By: Test MD, Test on July 24, 2014 10:12 AM
Encounter Info: 981305304142, MCCG, Outpatient Surgery, 5/21/2014 -

Document Contains Addenda

Entered by Test MD, Test on July 24, 2014 10:12:10 AM

Entered by Test MD, Test on July 23, 2014 2:30:33 PM
Katherine called into Kroger on behalf of Test TT MD due to routing error on 723 at 1430. KT

The system is currently not able to route this prescription to the pharmacy. Please use another means to communicate this prescription to the intended pharmacy. Receiver No Longer Active

Comments:

Comments:

Addendum by Test MD, Test on July 28, 2014 4:59:36 PM (Verified)
Linda adding an addendum.....

By type
By status
By date
Performed by

- Once you have completed ordering the medication, Delete the Error:

TUCKER, DEBRA
IQHealth: No

Age: 44 years
DOB: 1/1/1970

Gender: Female
EMR: 098130532
FN#: 981305324142

LOC: JFTK
Outpatient -Outpati...

From: TX Pharmacy 10.6MU 8325558232
Sent: 6/30/2014 3:17:39 PM
Subject: Prescription routing temporarily unavailable
To: Test MD, Test

Caller:
Action:
Due:
Target Document Type:

Request Response
<Add Text>

If you click into an error by accident, Please right click on the error and choose **Unassign Item** so the intended recipient of the error can complete the appropriate actions to the message.

Test MD, Test DOCKENDORF, TAD Prescription routing temporarily unavailable 7/28/2014 4:58:00 7/24/2014 12:47:00 Open

Test MD, Test DOCKENDORF, TAD Prescription routing temporarily unavailable 7/28/2014 5:01:00 7/21/2014 10:38:00 Open

Open
Communicate
Message Journal
Forward
Print
Item Information
Set On Hold
Mark Unread
Delete
Unassign Item
Open Patient Chart

ABUILD TESTTT July 28, 2014 5:05 PM