E-Prescriptions

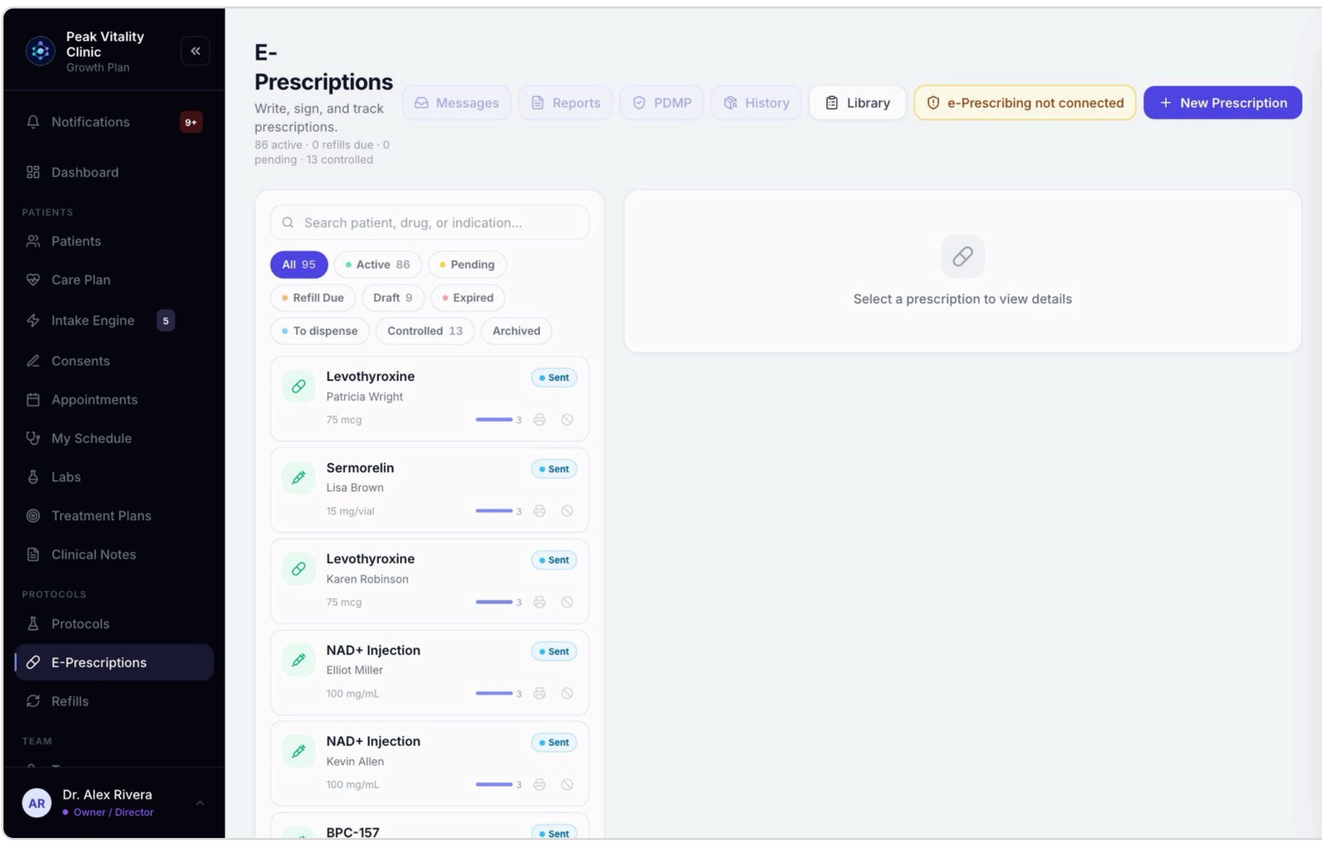
Write, sign and send prescriptions, and see where each one really is. Pharmacy messages, the state drug check and medication history live here too.

Page manual · For Providers, Owners, Nurses · aminova.health/university/e-prescriptions

1. THE PAGE AT A GLANCE

E-Prescriptions is where prescriptions are written, signed and sent. Across the top are the tools: **Messages**, **Reports**, **PDMP**, **History**, **Library**, **Setup** and **New Prescription**. The line under the title counts what is active, due for a refill, pending and controlled.

Below, the list of prescriptions is on the left and the one you open is on the right. Only prescribers can write, sign and send. Everyone else sees the page as view only.

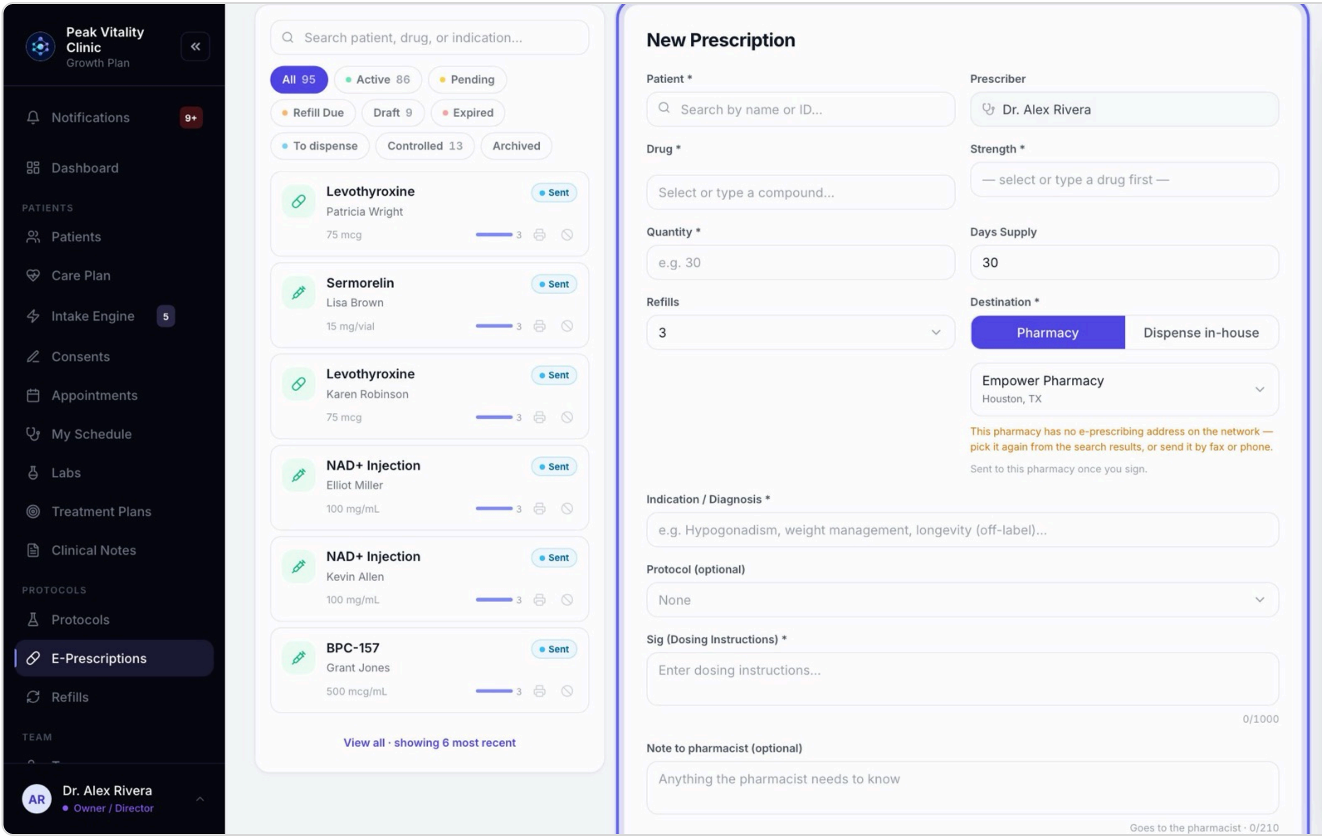


E-Prescriptions: the tools along the top, the list on the left.

2. WRITE A PRESCRIPTION

1. Click **New Prescription**. The form opens on the right.
2. Under **Patient**, search by name and pick the patient. Their allergies show at the top of the form.
3. The **Prescriber** is always you. You can only prescribe as yourself.

4. Fill in **Indication / Diagnosis**: what it is for. Add a **Protocol** if it belongs to one.
5. Every field with a star must be filled in before you can send. Hover over the button to see what is still needed.



The prescription form, opened with New Prescription.

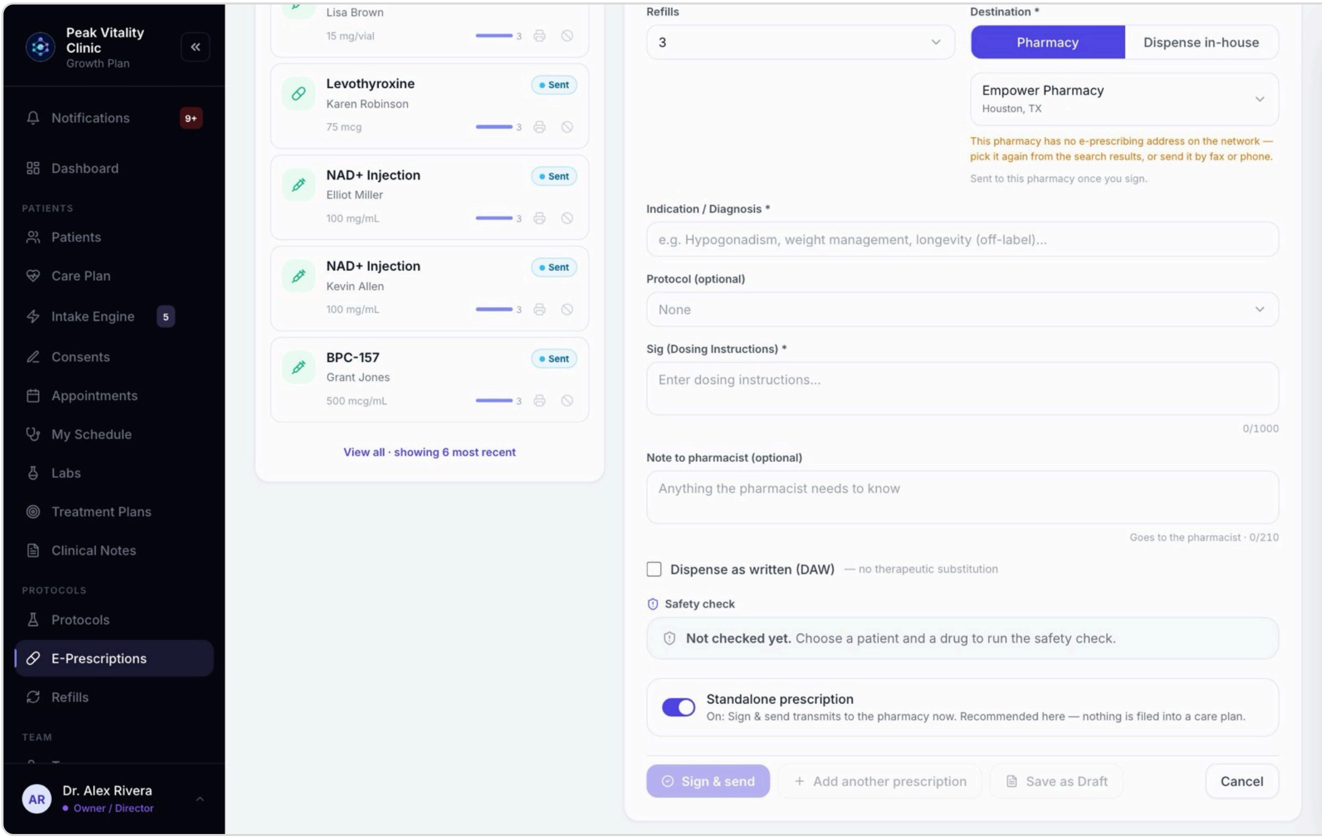
3. THE DRUG, DOSE AND DIRECTIONS

1. Under **Drug**, click **Search medications…** and pick the exact product. Your clinic's own products are under **Or choose an in-house / compounded product**. Until your clinic is connected, the drug box lists your own products and you can type a name.
2. Pick the **Strength** and enter the **Quantity** as a number.
3. Set the **Days Supply** and the number of **Refills**. A Schedule II drug is locked to 0 refills.
4. Write the **Sig (Dosing Instructions)**: the directions the patient follows. Add a **Note to pharmacist (optional)** if they need to know something.
5. Tick **Dispense as written (DAW)** if the pharmacy must not swap in a different drug.
6. For a prescription you write often, press **Save this Rx** and name it. Next time, pick it under **Saved**.

4. WHERE IT GOES

1. Under **Destination**, pick the pharmacy. Your clinic's favorites show first as one-click buttons under **Favorites**.
2. To find another, type its name, or its name and ZIP code, in the search box.
3. If the patient's chart already names a pharmacy, a link under the box offers it.
4. Press **Save to your pharmacies** to keep one you will use again.

5. The line under the box tells you what happens next: the patient collects it, it is mailed to them, or the pharmacy can't take e-prescriptions and has to be phoned or faxed.



Destination: where the prescription goes.

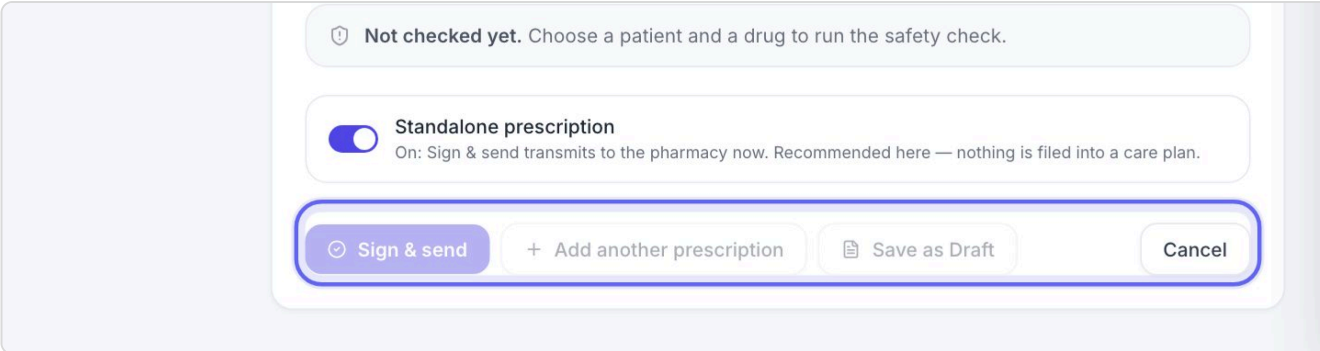
5. THE SAFETY CHECK

The **Safety check** box works on its own as you fill in the form. It looks at the patient's recorded allergies, the drugs they are already on, and a list of known dangerous pairs. It is a safety net, not a full drug interaction check, and it says so when part of it could not run.

If it finds something serious, you are shown it and must press **Acknowledge & continue** before the prescription goes on. When you pick a controlled substance from your product list, a red note appears with the state drug check for this patient right under it.

6. SIGN AND SEND

1. **Standalone prescription** is on when you start here. **Sign & send** sends it to the pharmacy now.
2. Turn it off and the button reads **Confirm**. That files the prescription into the patient's Care Plan, and you finish and send it there.
3. **Add another prescription** starts a second one for the same patient. Each gets a tab, **Rx 1**, **Rx 2**, and you sign them all when you send.
4. **Save as Draft** keeps it on the list without sending it. **Cancel** closes the form.



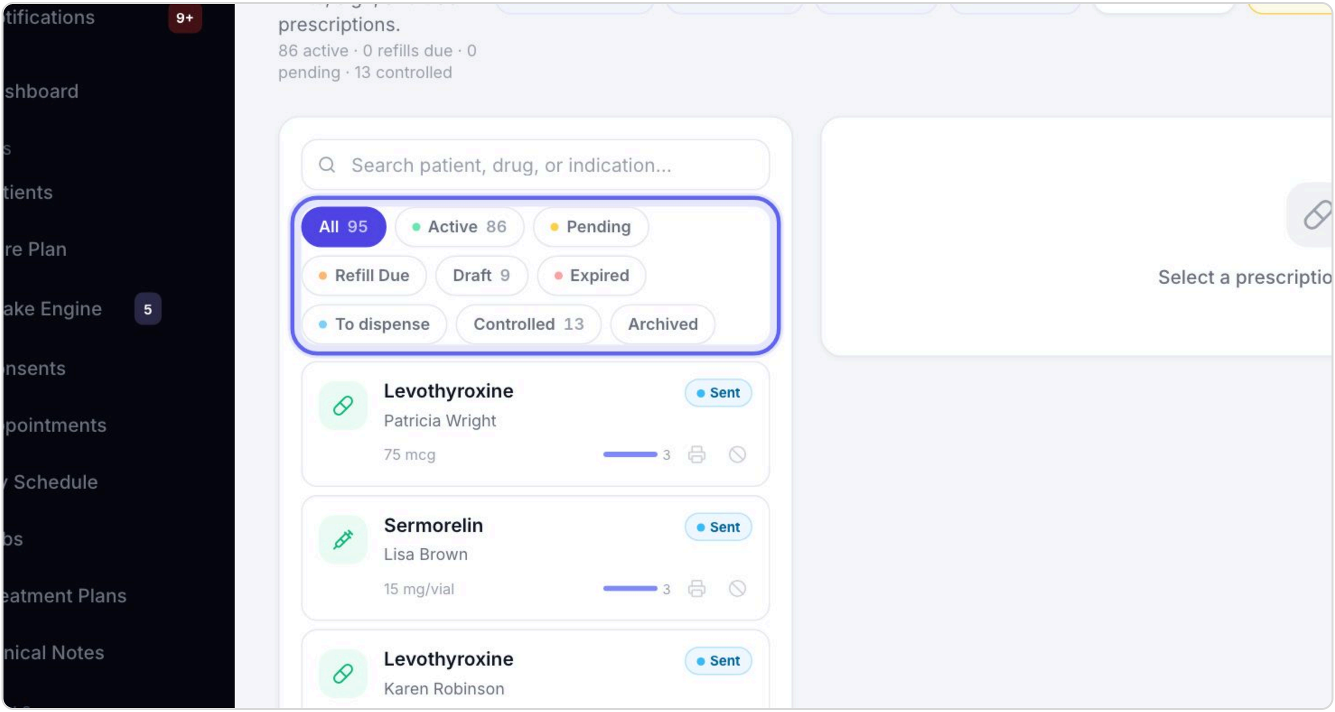
Sign & send, Add another prescription, Save as Draft and Cancel.

7. WHAT HAPPENS WHEN YOU SIGN

1. On a connected clinic, the signing window opens: **Review & Send Prescription**. Check it and complete it there. Nothing is sent until you do.
2. For a controlled substance, it also asks for your second factor, which may open in its own window.
3. When the window closes, a message says what happened: **Sent**, **Signed — waiting for the network to confirm**, or **Not sent — still a draft**.
4. Waiting means don't send it again; the list updates when the network answers. Still a draft means it was never signed, and **Finish signing** reopens the same prescription.
5. If your clinic isn't connected yet, you sign on a signature pad instead. The prescription is then signed but not sent, and you send it to the pharmacy yourself.

8. FIND A PRESCRIPTION

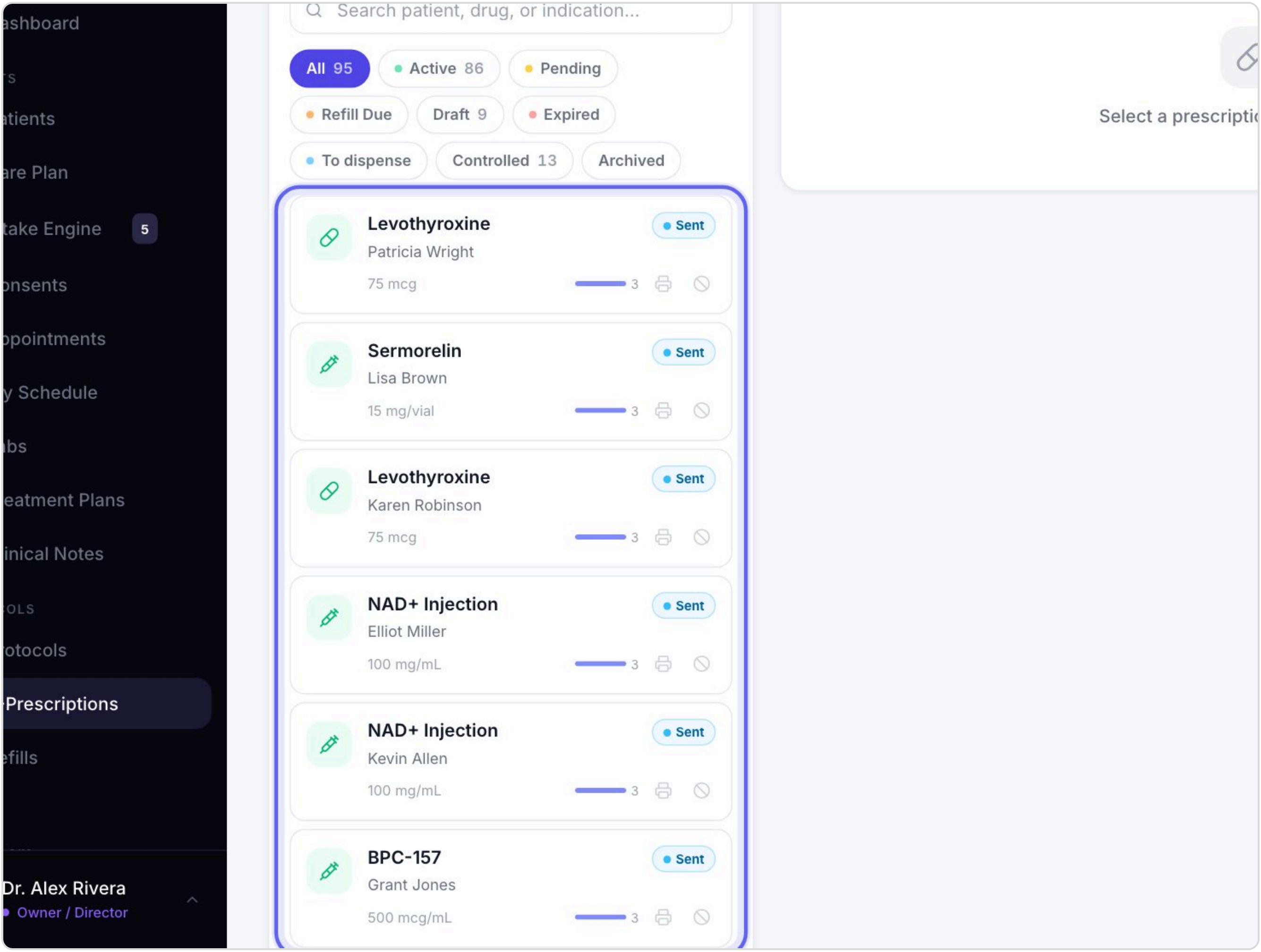
1. Search by patient, drug, or what it is for.
2. Use the filters to narrow the list: **All**, **Active**, **Pending**, **Refill Due**, **Draft**, **Expired**, **To dispense**, **Controlled** and **Archived**. The number on each is how many it holds.
3. The list shows the six most recent. Click one to open it.
4. **View all** opens every active prescription in the clinic, with its own search.



Search, then the filters. The number on each is how many it holds.

9. WHAT THE STATUSES MEAN

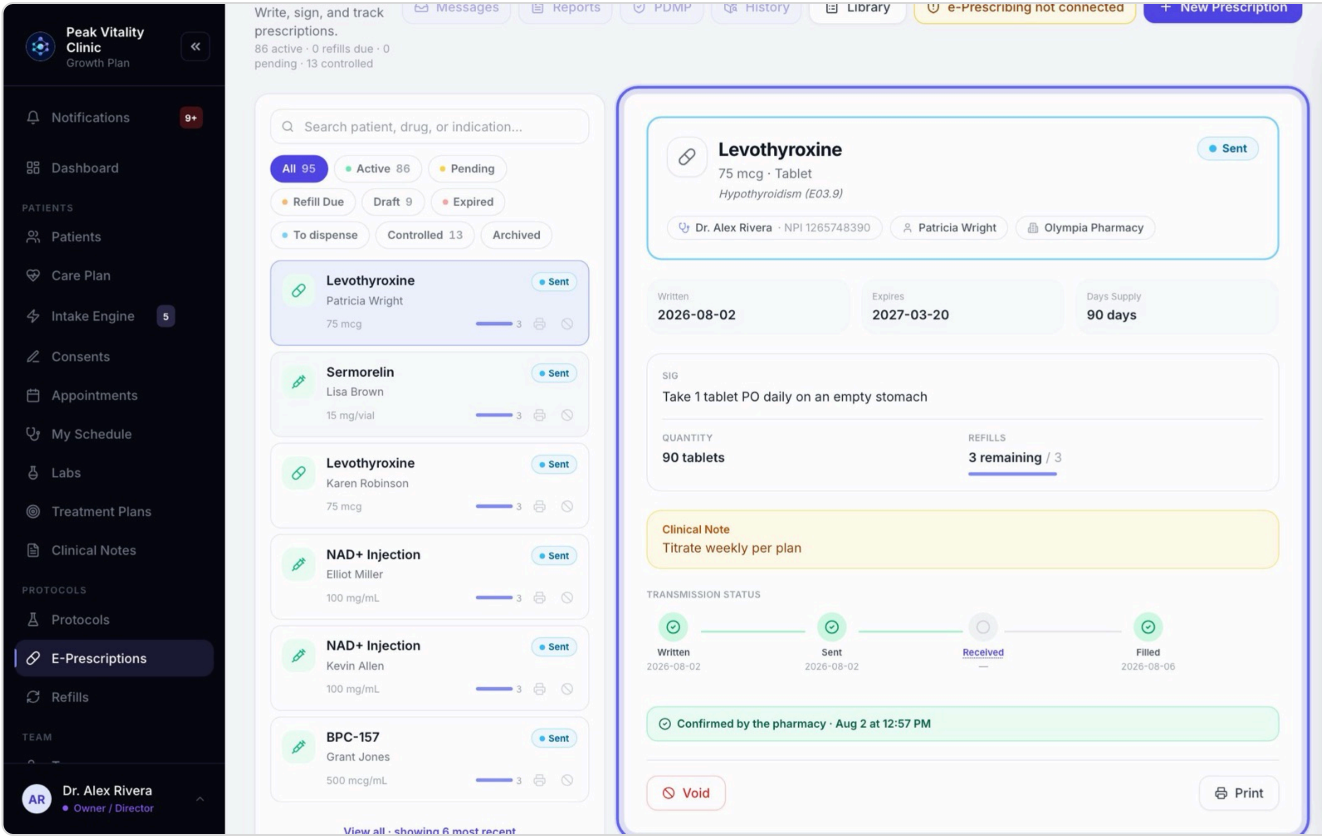
1. **Active**: signed, sent and still live. **Pending**: written and waiting for a prescriber to send it.
2. **Draft — not sent**: saved, never sent. **Awaiting signature**: prepared for sending but not signed yet.
3. **To dispense**: your clinic hands the medicine over itself, and nobody has yet. **Archived**: voided or canceled, and kept on the record.
4. Controlled substances carry a red tag, **C-II** to **C-V**. These are drugs the DEA, the federal drug agency, tracks closely.
5. A green **Received**, **Verified** or **Filled** is the pharmacy's own answer, sent back through the e-prescribing network. Click it to see who signed and when.
6. On each row, the printer icon opens a copy ready to print or fax. Where a sent prescription can still be pulled back, a cancel icon sits beside it.



Each row shows the drug, the patient and its status.

10. OPEN A PRESCRIPTION

1. The top shows the drug, its status, the prescriber with their NPI (national provider number), the patient and the pharmacy.
2. Below are the dates, the **Sig**, the **Quantity** and how many **Refills** remain.
3. **Transmission Status** runs **Written**, **Sent**, **Received**, then **Filled** once the pharmacy reports it. Click **Received** to see who signed and when.
4. A colored note says where it really is: sent and waiting for the pharmacy to confirm, confirmed by the pharmacy, not accepted by the pharmacy, or signed but not yet sent.
5. Other active prescriptions for the same patient are listed below, with a warning if the same drug is there twice.



One prescription, opened: its details, where it is, and what to do next.

11. WHAT YOU CAN DO WITH IT

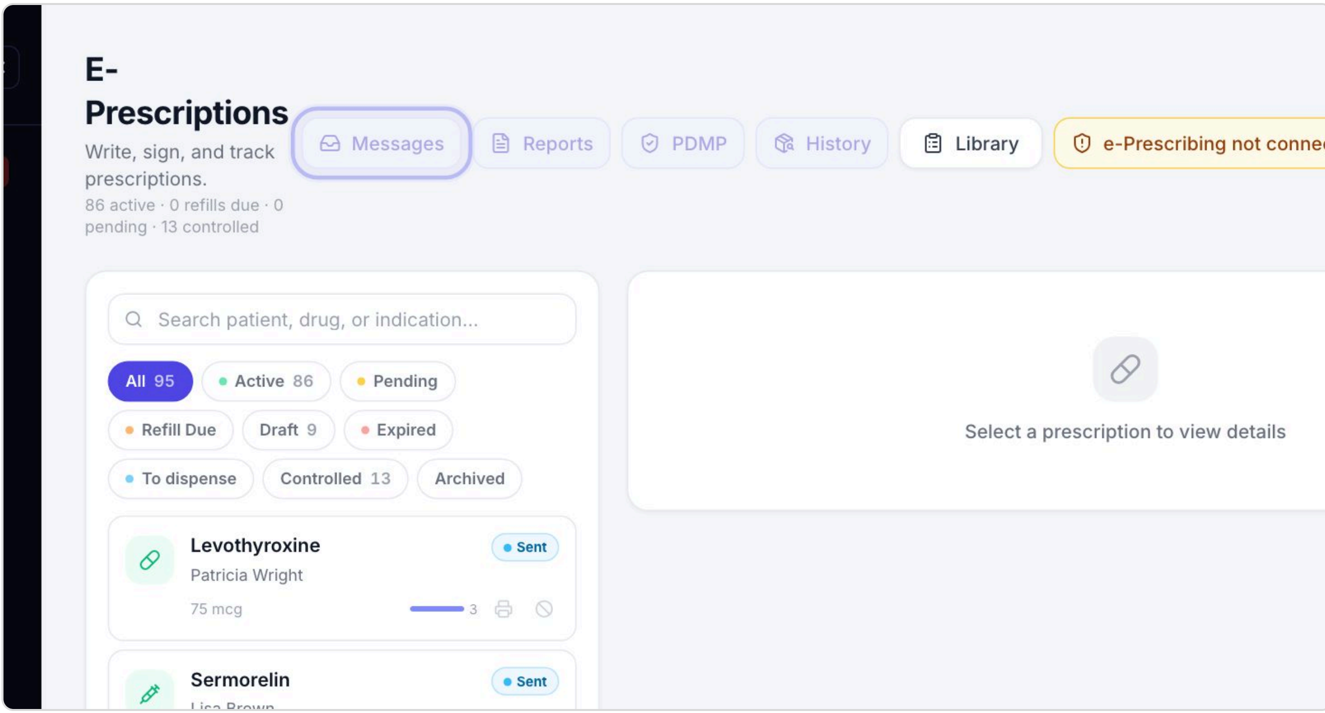
1. **Send to Pharmacy** sends a draft or pending prescription. If the patient owes money, you are told first and can still send. **Finish signing** picks up one that was never signed.
2. **Request Refill** makes a new prescription for the same medicine once you sign. It opens 14 days before the supply runs out; until then the button counts down the days. An expired one offers **Renew Prescription**.
3. **Mark as Filled** records that the pharmacy filled it.
4. **Void** needs your signature and a reason. If it was sent electronically, a cancellation goes to the pharmacy first. If that can't be done, it isn't voided, and you are told to call the pharmacy.
5. **Print** prints the prescription form, and warns you if it was printed before.
6. **Dispense from stock** appears when your clinic hands the medicine over itself.

> **Tip.** When your clinic can't sign controlled substances here yet, a controlled prescription offers **Prescribe externally** instead. Print it or get a fax copy, tick that you checked the state PDMP yourself, and press **Record as prescribed** so the chart stays right.

12. MESSAGES FROM PHARMACIES

1. **Messages** opens what pharmacies send back: requests to renew or change a prescription, and their answers to cancellations. The number on it is how many are waiting.

2. When something is waiting, a **Waiting on you** row appears under the header: **Renewal requests**, **Change requests**, **Cancellation answers**, and, in red, **Not accepted**. Those never reached the pharmacy and must be sent again.
3. Each one opens the e-prescribing network's own screen, where you answer it.
4. **Reports**, beside it, holds your prescribing activity and controlled-substance reports.
5. These buttons work once your clinic is connected and you are linked as a prescriber in Setup.



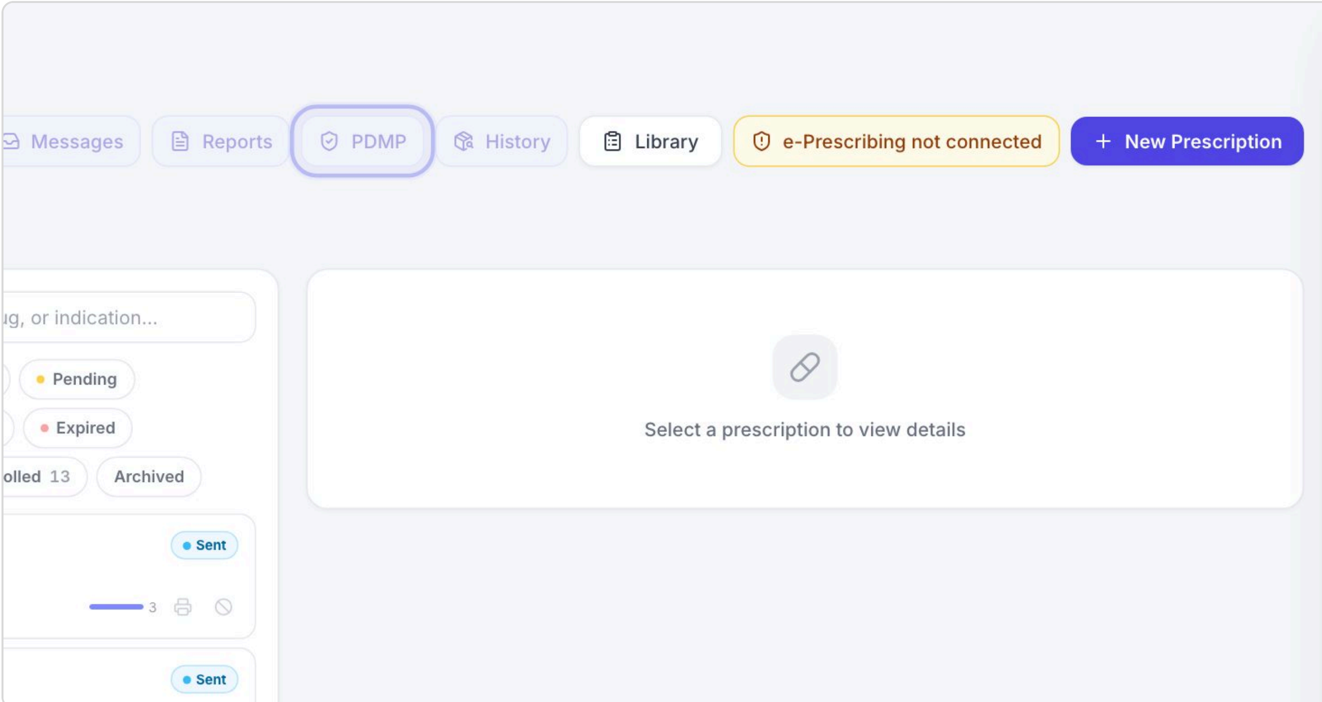
Messages, Reports, PDMP and History sit together at the top.

Tip. A cancellation the pharmacy hasn't answered yet shows as a warning. Until it is answered, the medicine may still be handed out, so call the pharmacy if it must not be.

13. THE STATE DRUG CHECK

The PDMP is your state's prescription drug monitoring program: its record of the controlled substances a patient has been given. Check it before you prescribe one.

Click **PDMP**. With a prescription open, it runs for that patient; otherwise you pick the patient first. The report can take two minutes to be ready. The box waits, then offers **Open the PDMP report**. Reading it is up to you. Nothing marks the check as done for you.



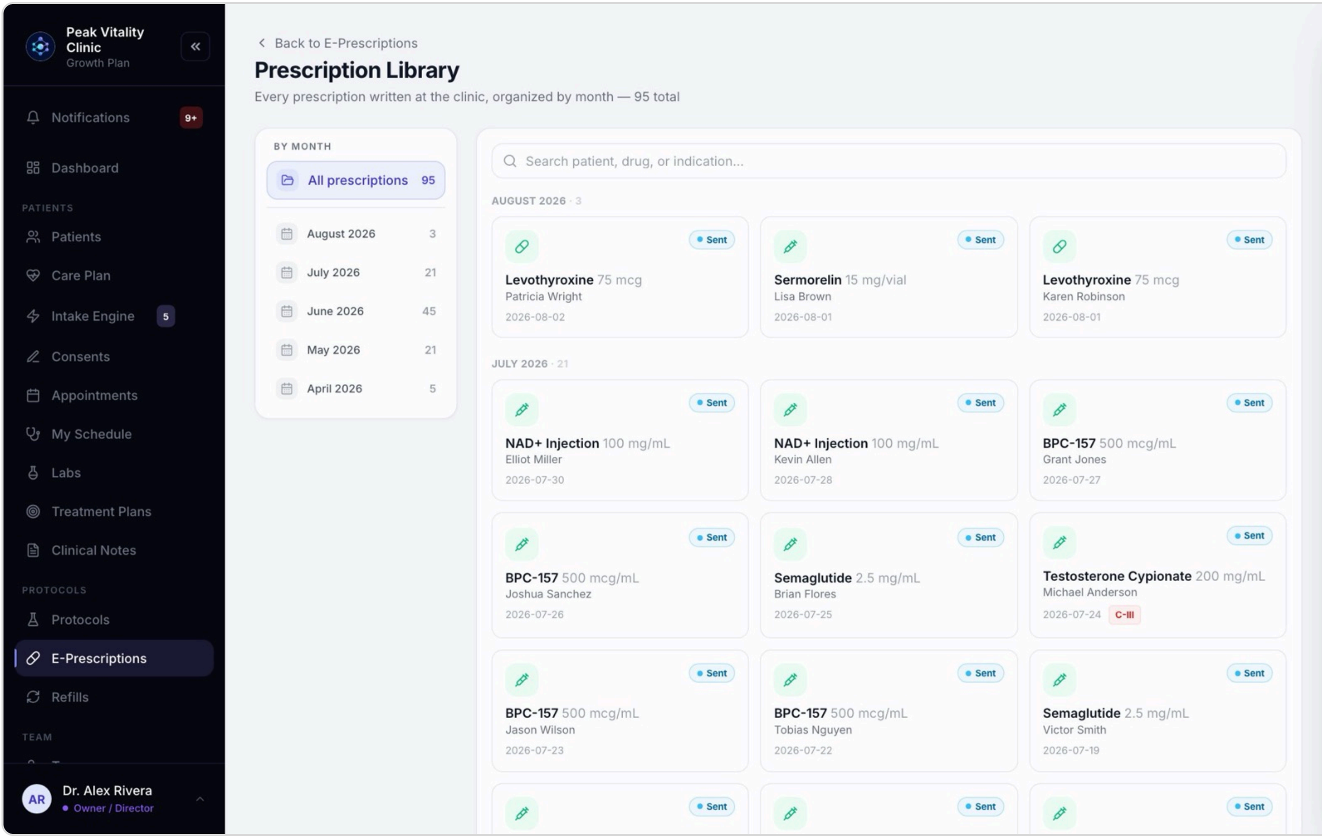
PDMP runs the state drug check for one patient.

14. MEDICATION HISTORY

History shows what a patient has had dispensed, from pharmacy and insurance records, not just what your clinic wrote. It is how you catch a drug prescribed somewhere else. You pick the patient the same way as for the PDMP.

15. THE LIBRARY

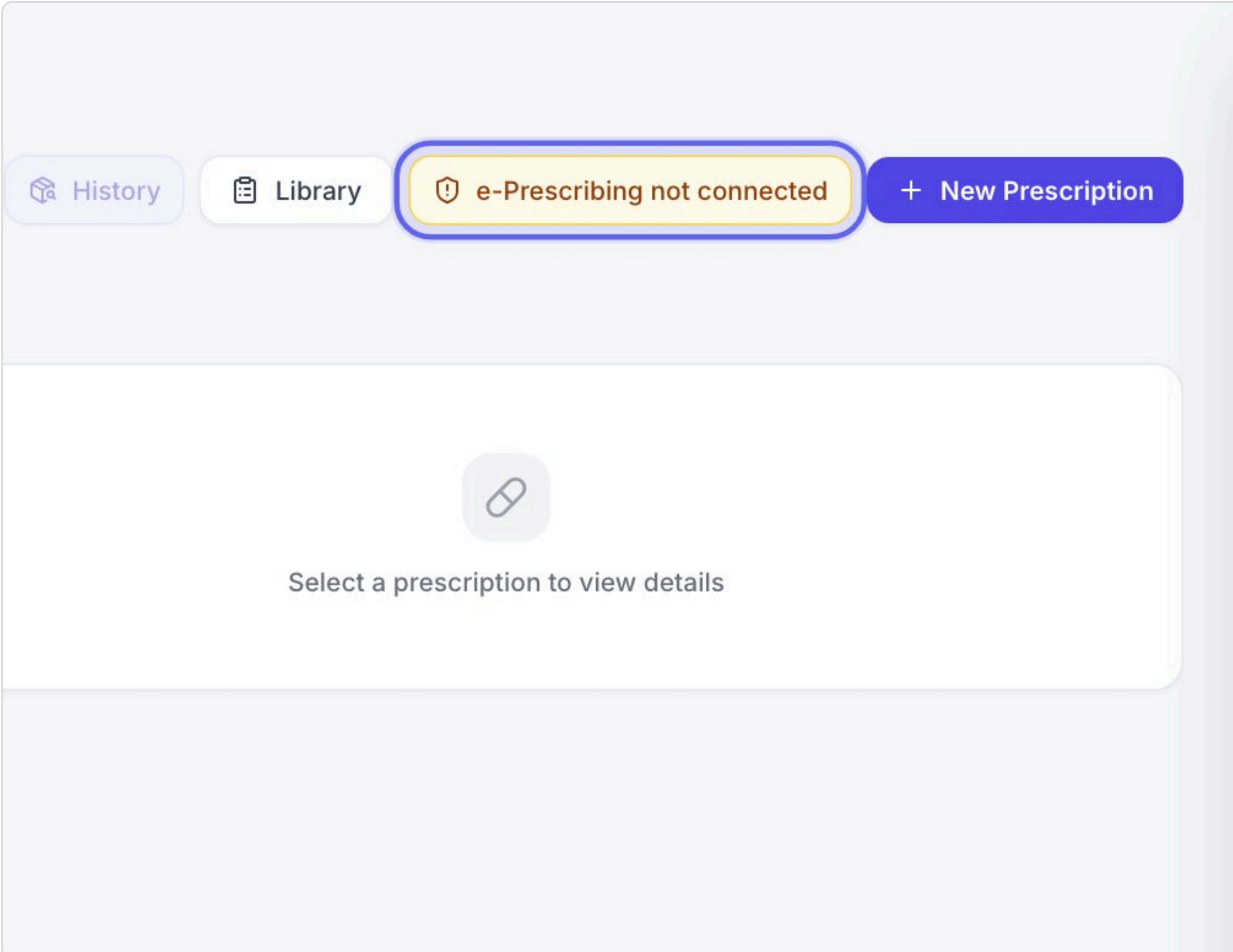
1. Click **Library** to open the **Prescription Library**: every prescription written at the clinic, by month.
2. Pick a month on the left, or **All prescriptions**. Search by patient, drug, or what it is for.
3. Click any card to open it on E-Prescriptions. **Back to E-Prescriptions** takes you back.



The Prescription Library, organized by month.

16. SETUP

Setup opens the list of what must be in place before prescriptions can be sent. Until your clinic is connected, the button reads **e-Prescribing not connected**. The e-prescribing setup guide walks through it.



Setup. Until your clinic is connected, it reads e-Prescribing not connected.