Ordering + ePrescribing Medication in eCW

Prescribing is a 2-step Process

Step 1: Placing the Medication Order

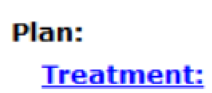
→ *There are 3 scenarios for this—new med, refill, and titration*

Step 2: E-prescribing [Electronically sending Rx to the Pharmacy]

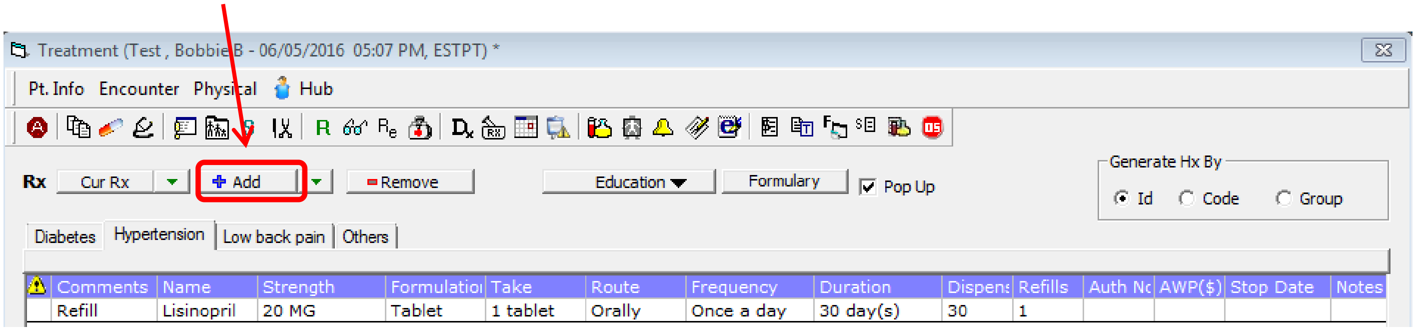
Step I. Placing the Medication Order (3 Scenarios)

SCENARIO #1: Ordering New Medication

1. From the Progress Note, click the "Treatment" blue hyperlink:



2. Click the Add button:



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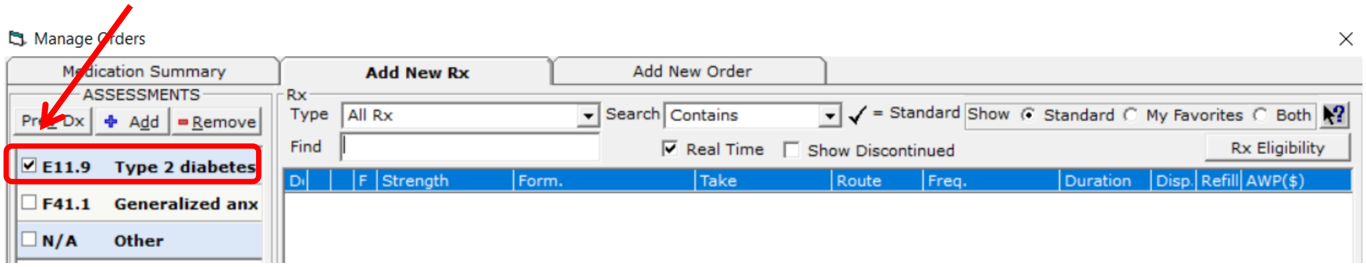
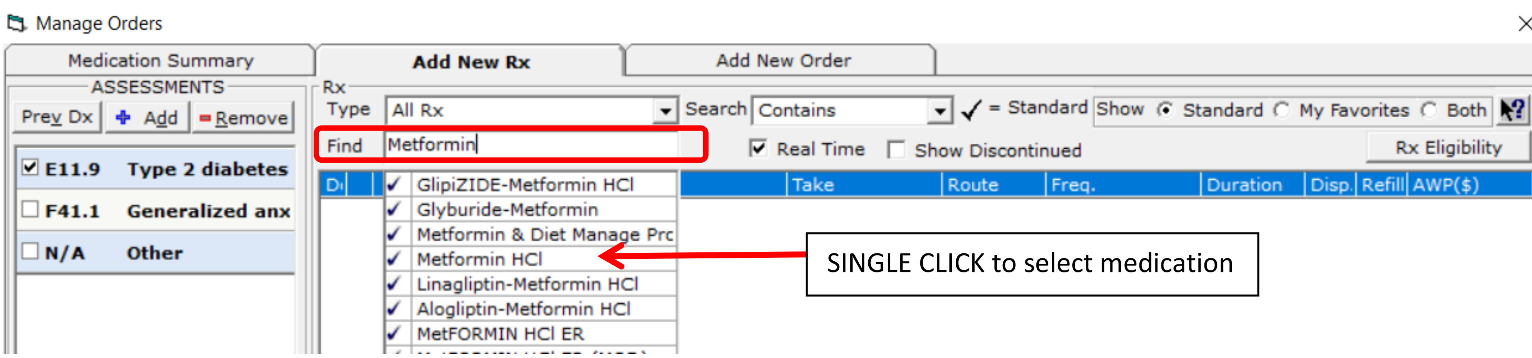
3. In the *Manage Orders* screen on the *Add New Rx* tab:

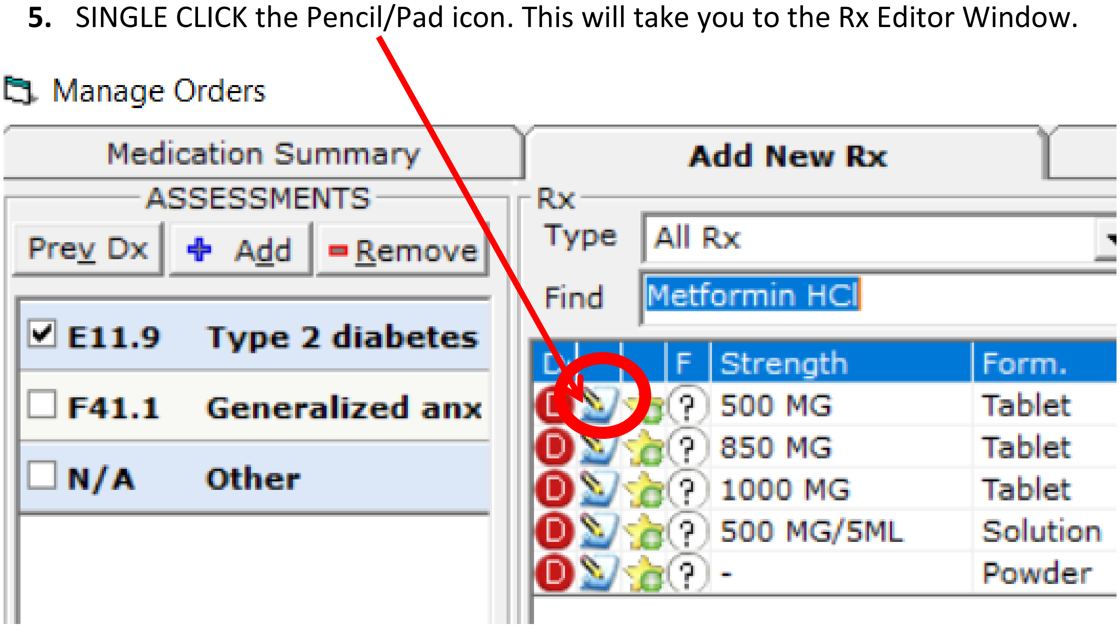
(Check the box for the Assessment that you would like to prescribe for BEFORE searching for the Medication!) DO NOT SKIP THIS STEP!



4. Type the medication name in the *Find* field and ***SINGLE CLICK*** on the medication name. ONLY CLICK ONCE ON THE MEDICATION NAME. *(Ex: Type Metformin into the Find box, then click once on Metformin HCL to select that particular Metformin.)*



5. SINGLE CLICK the Pencil/Pad icon. This will take you to the Rx Editor Window.



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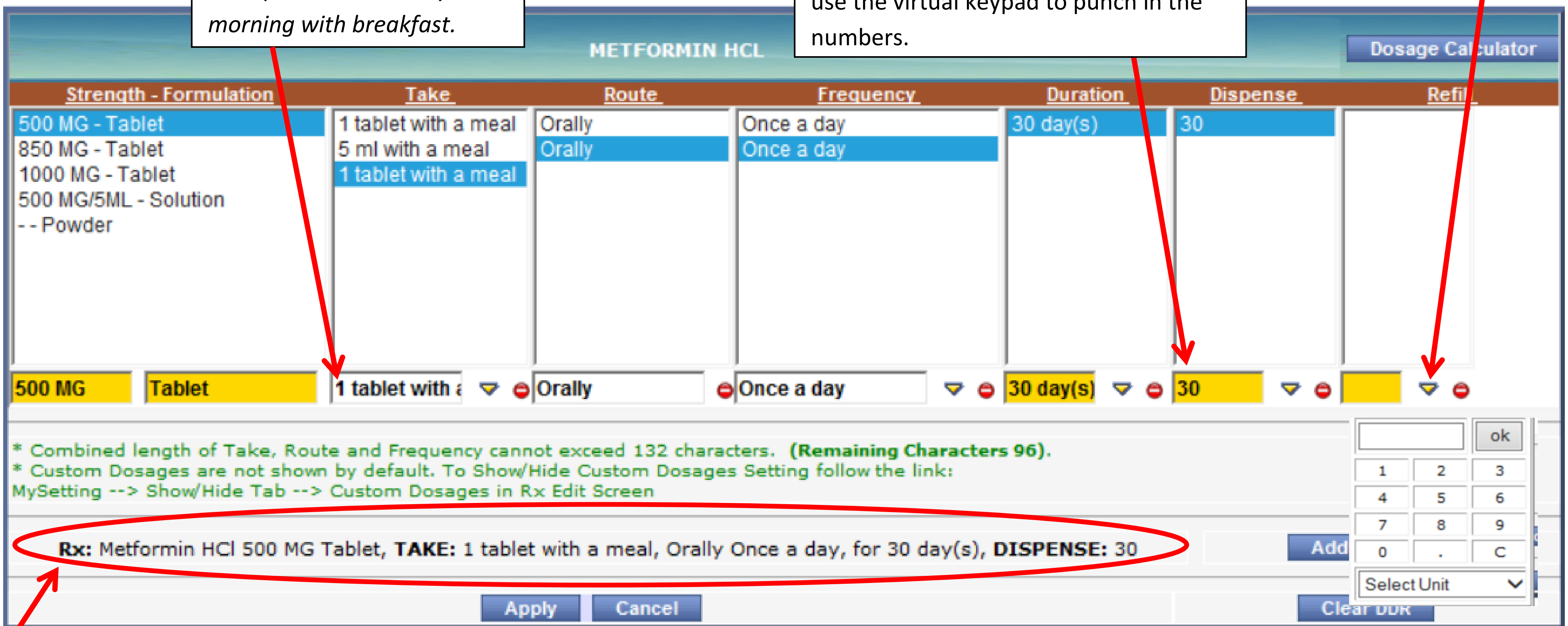
6. Write the script using the **Rx editor window**. Each field (with the exception of refill) must be filled in or the e-prescription will not send. Make adjustments by selecting an option in the column you want to change or typing into the white boxes.

Type any additional /specific instructions for taking the medication by free-texting into the white *Take* field. *Example: 1 tablet every morning with breakfast.*

Dispense Amount: will automatically calculate based on the “Take”, “Frequency” and “Duration” fields. If this does not calculate, then you will need to click on the yellow caret and use the virtual keypad to punch in the numbers.

Click on the yellow caret. A virtual keypad will appear. Use the virtual keypad to enter the number of refills.



This line shows how the instructions will appear on the prescription bottle.

Ordering + ePrescribing Medication in eCW

7. Click on *Apply* when finished editing script.
8. Repeat steps 10-13 for each new script to be written.
9. Click the OK button to close the Manage Orders window and return to the Treatment window.

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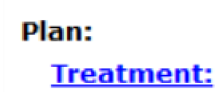
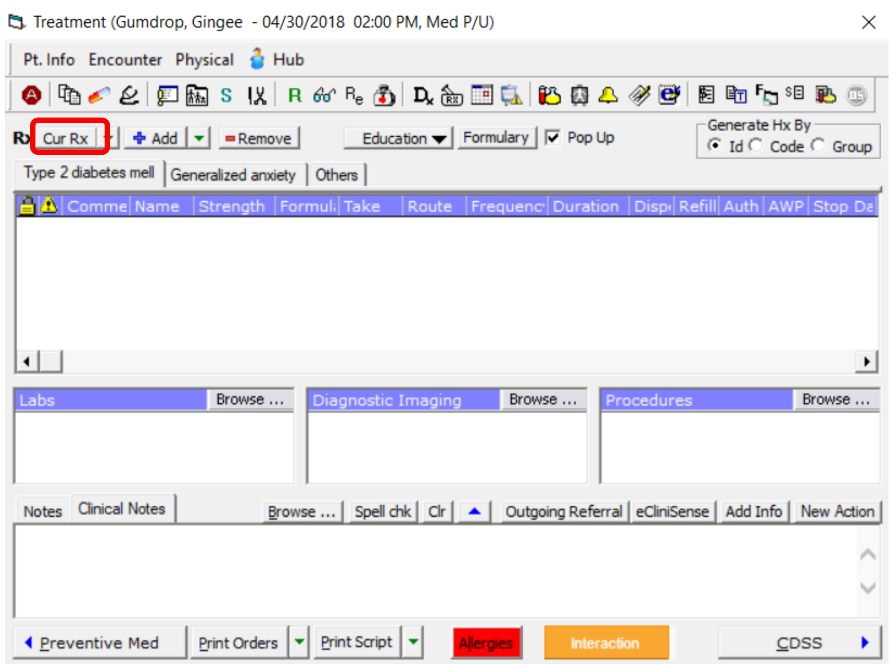
SCENARIO #2: Refilling Current Rx (NOT ADDING NEW MED)

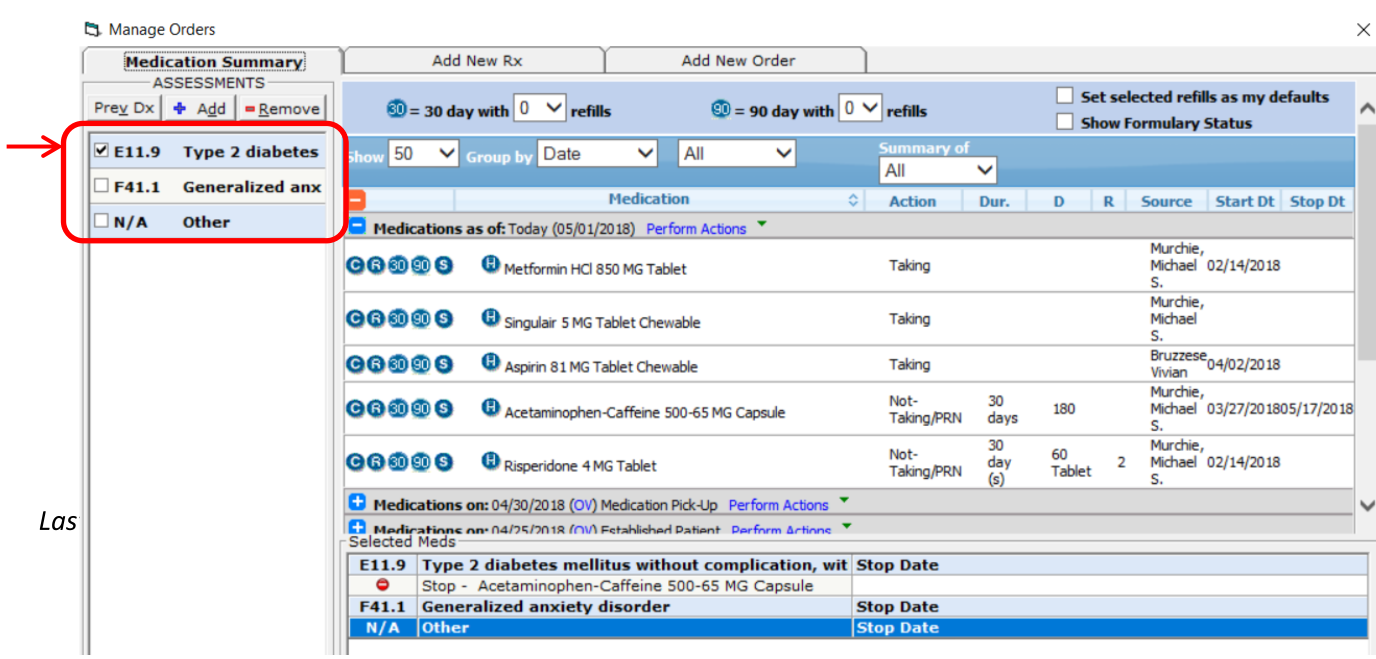
1. From the Progress Note, click the “Treatment” blue hyperlink:



2. Click the Cur Rx button at the top left of the Treatment Window:



3. In the Manage Orders screen: ***Link the Assessment/Dx Code***
   (**Check** the appropriate box BEFORE searching for the Medication!) DO NOT SKIP THIS STEP!



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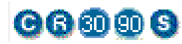
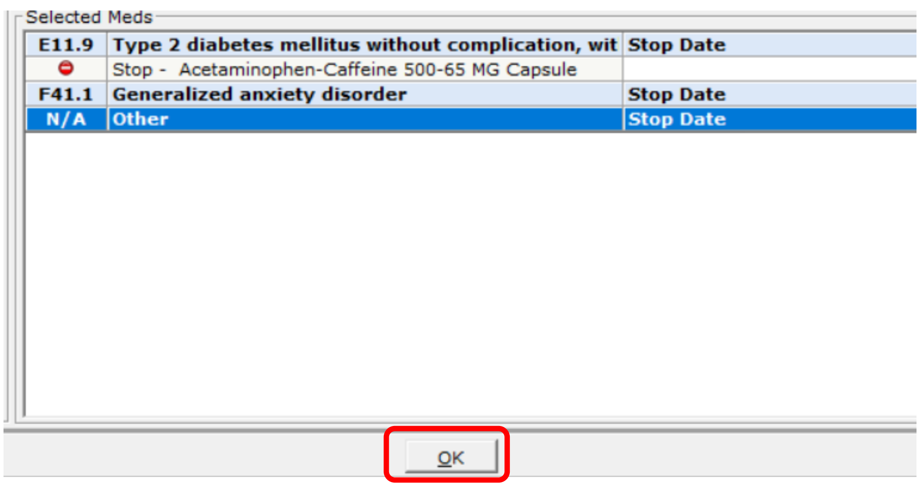
4. On the left, select a quick button to adjust medication: 

   C - Continue (Increase/Decrease dosage)
   R – Refill
   30 – Refill for 30 days without any adjustments
   90 – Refill for 90 days without any adjustments
   S - Stop

   Once the action for a medication is selected, the medication should drop to the bottom of the screen under the assessment that was checked off when the medication was selected.

5. Repeat steps 3-4 to add each *current* medication.
6. Click the OK button (bottom center of the window) when you're finished adding *current* medications to the list:



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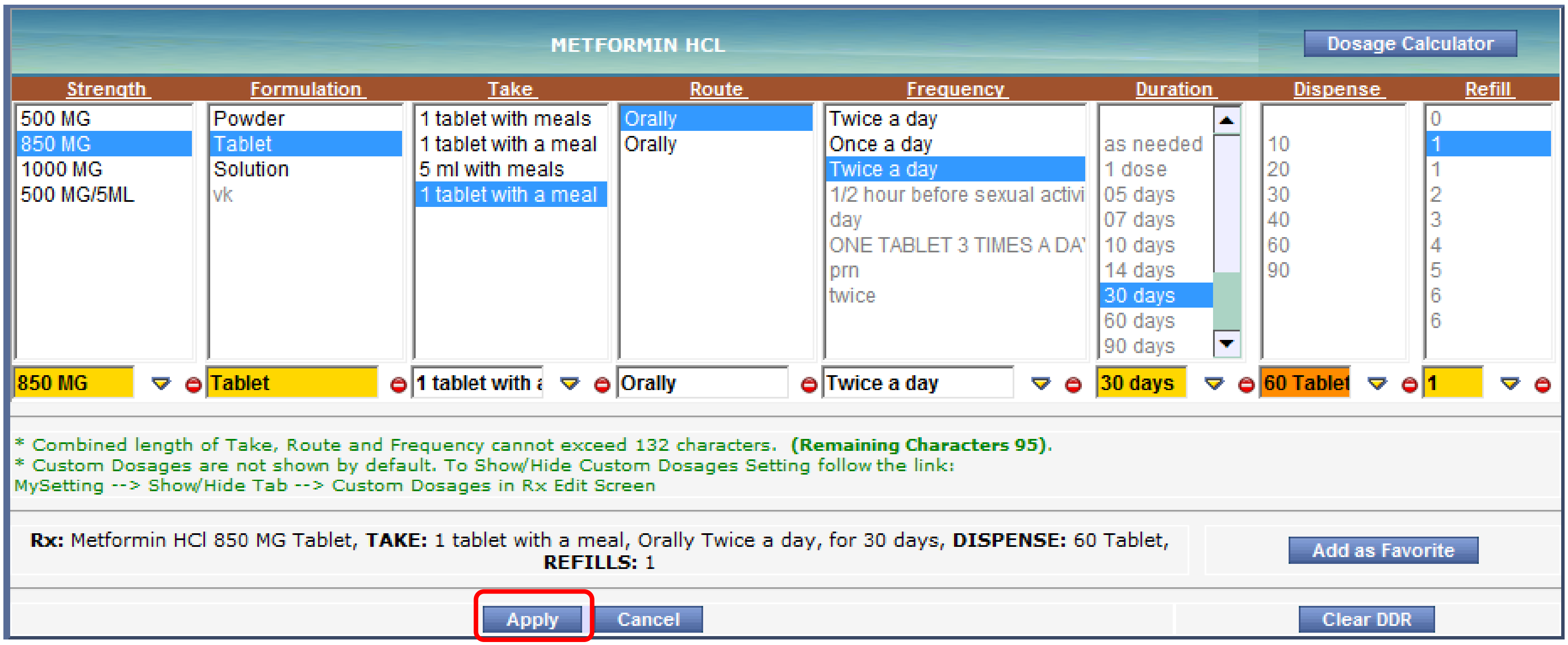
1. The Rx Editor window will appear. Make adjustments by selecting an option in the column you want to change or typing into the white boxes. To change information in Yellow Boxes, click on the yellow caret to the right of the box and use the keypad that appears. The dispense amount will calculate for you based on the "Take", "Frequency" and "Duration" fields. If this does not calculate, then you will need to click on the yellow caret and use the virtual keypad to punch in the numbers.

2. Click *Apply* when finished making adjustments.



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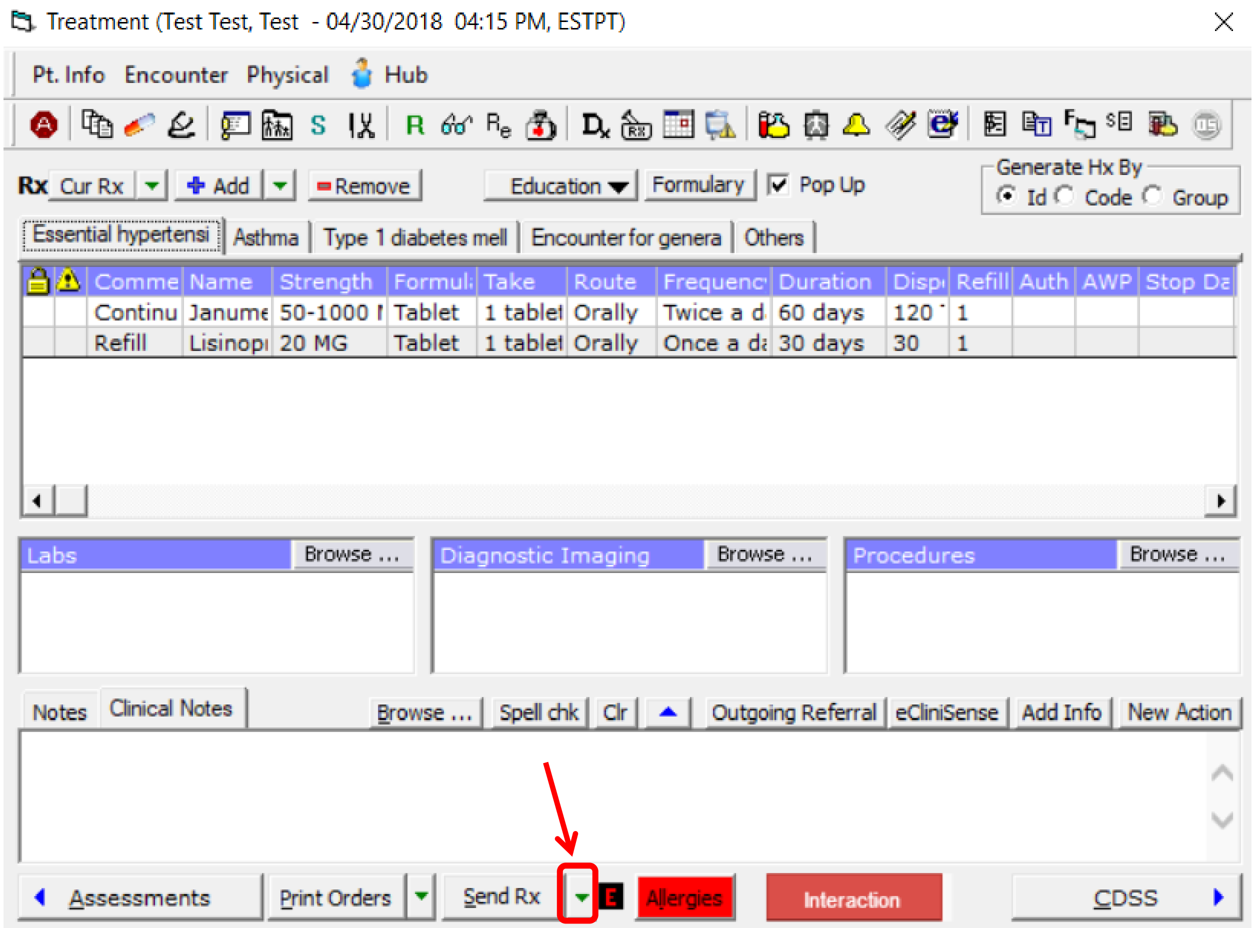
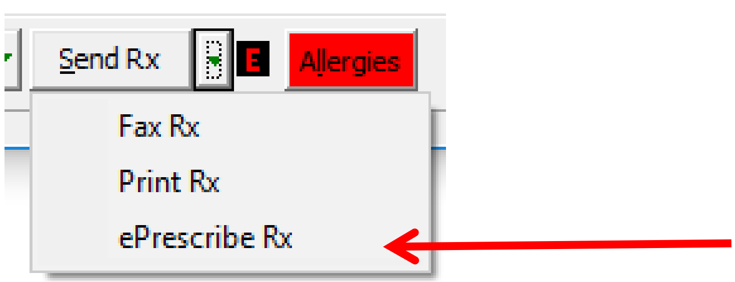
Ordering + ePrescribing Medication in eCW

Step 2. E-Prescribing (Classic View + Modern View)

1. From within the Treatment window, click the **drop-down carat** next to the Send Rx or Print Rx button:



2. A drop-down menu will appear with 3 options. Select "ePrescribe Rx" (or Print Rx if capability to e-prescribe not available, or prescribing controlled substance as approved by CHM Provider leadership).



3. There are two "views" for e-prescribing—Classic View and Modern View. Use the following guide that matches your view.

Ordering + ePrescribing Medication in eCW

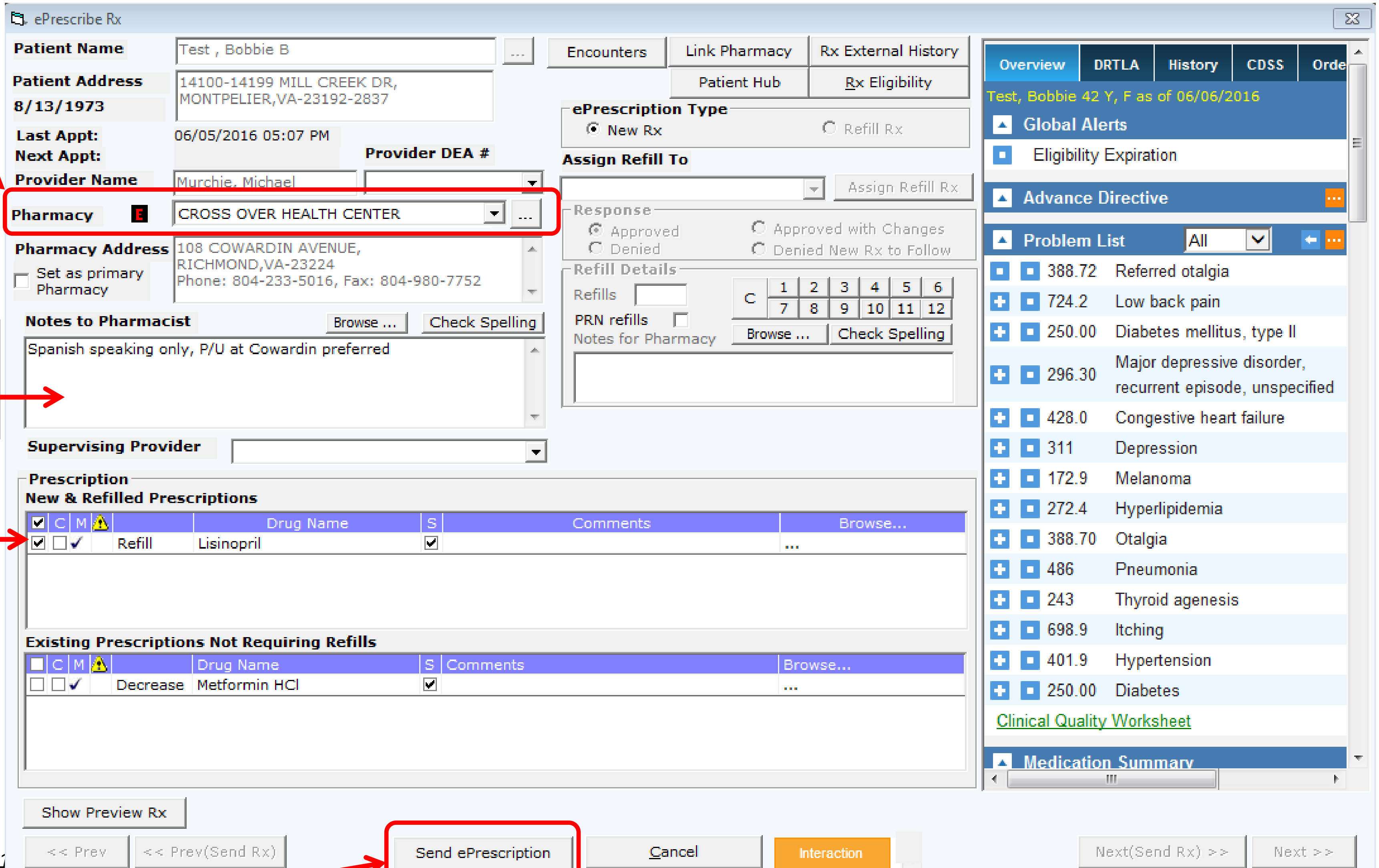
Classic View

In the ePrescribe Rx window (CLASSIC VIEW), do the following:

#1 Select the Pharmacy (use drop-down for past pharmacies or ellipsis to search for a pharmacy). Only one can be selected.

#2 *(Optional)* Add Notes for the pharmacist.

#3 Check the outermost box next to the medications that should be sent to the pharmacy selected above.



#4 Click the Send ePrescription button.

#5 Repeat Steps 1-4 for each pharmacy to send scripts generated in current progress note.

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Modern View

In the ePrescribe Rx window (MODERN VIEW), do the following:

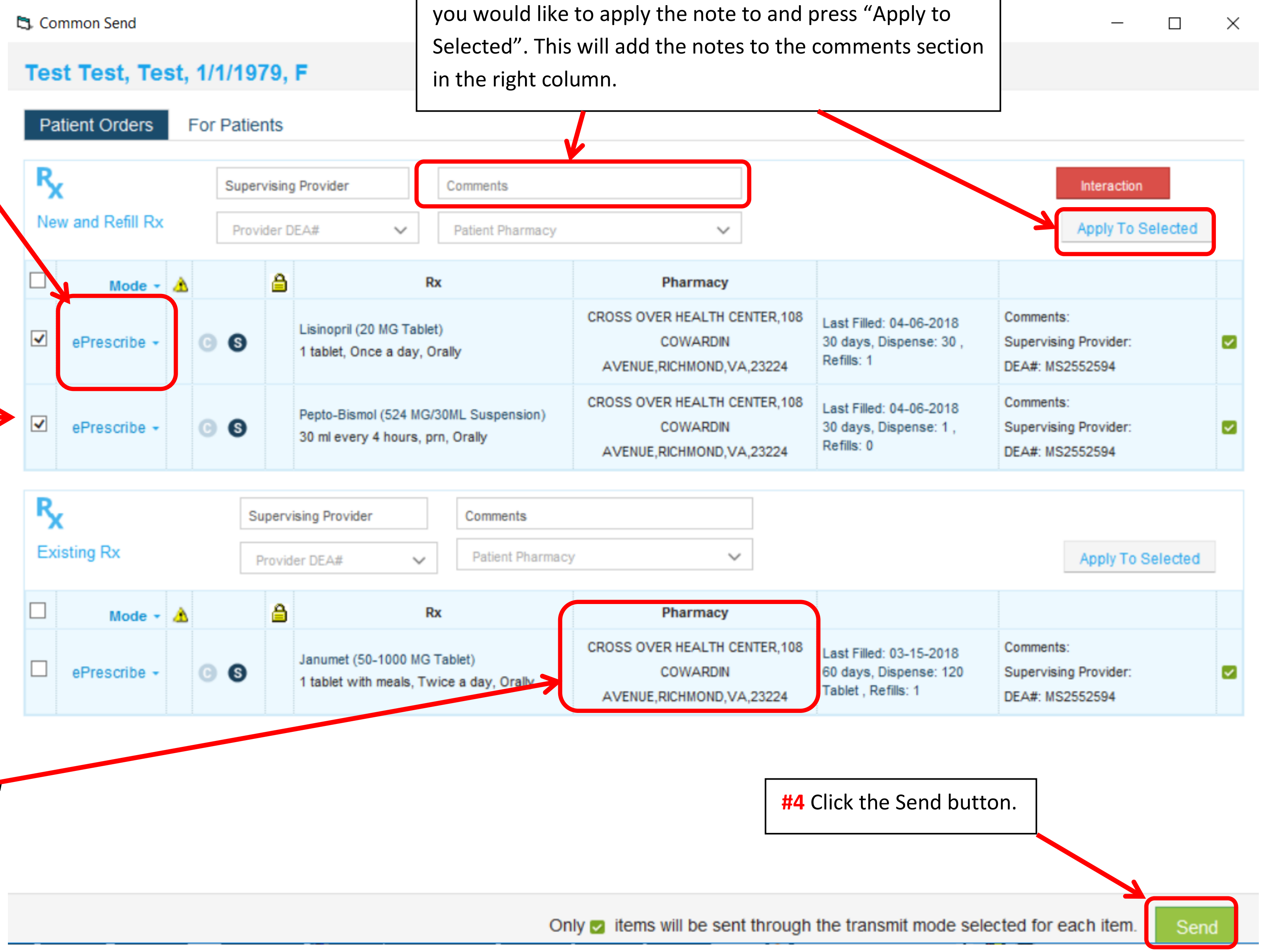
#1 Ensure that the mode for all prescriptions are set to e-prescribe (unless you specifically want to print it). To change the mode, click on the carat next and select e-prescribe from the drop-down menu.

Then, ensure that the checkboxes for the medications you intend to e-prescribe are checked off.

#2 Select the Pharmacy by clicking into the box in the Pharmacy column. Do this for each individual medication.

#3 *(Optional)* Add Notes for the pharmacist in the comments field. Then, check the box for each med that you would like to apply the note to and press "Apply to Selected". This will add the notes to the comments section in the right column.

#4 Click the Send button.



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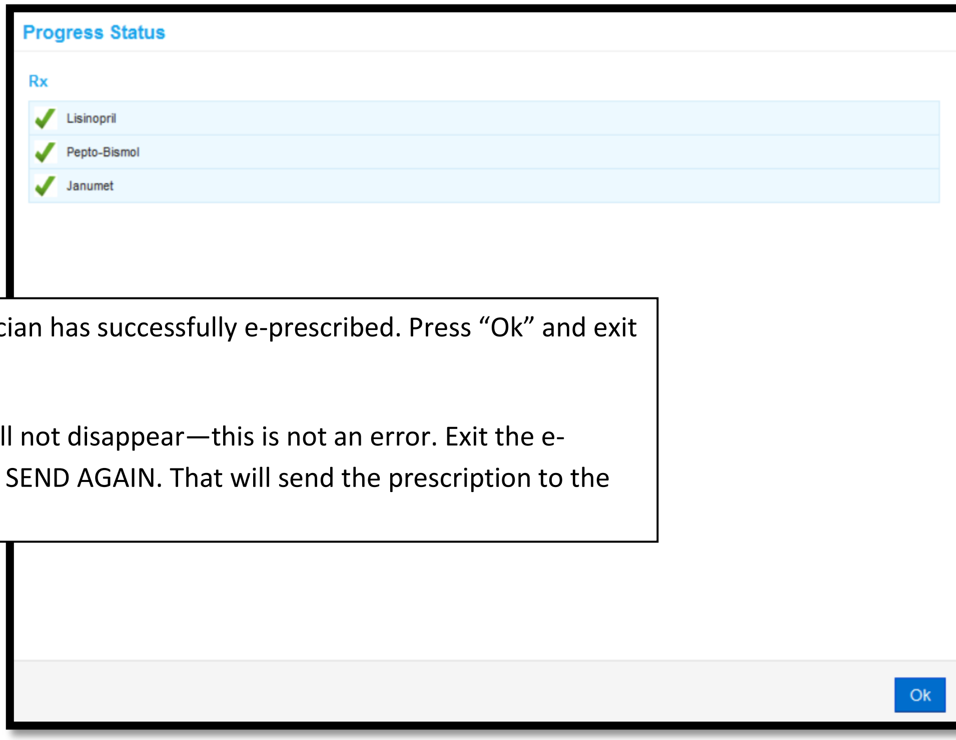
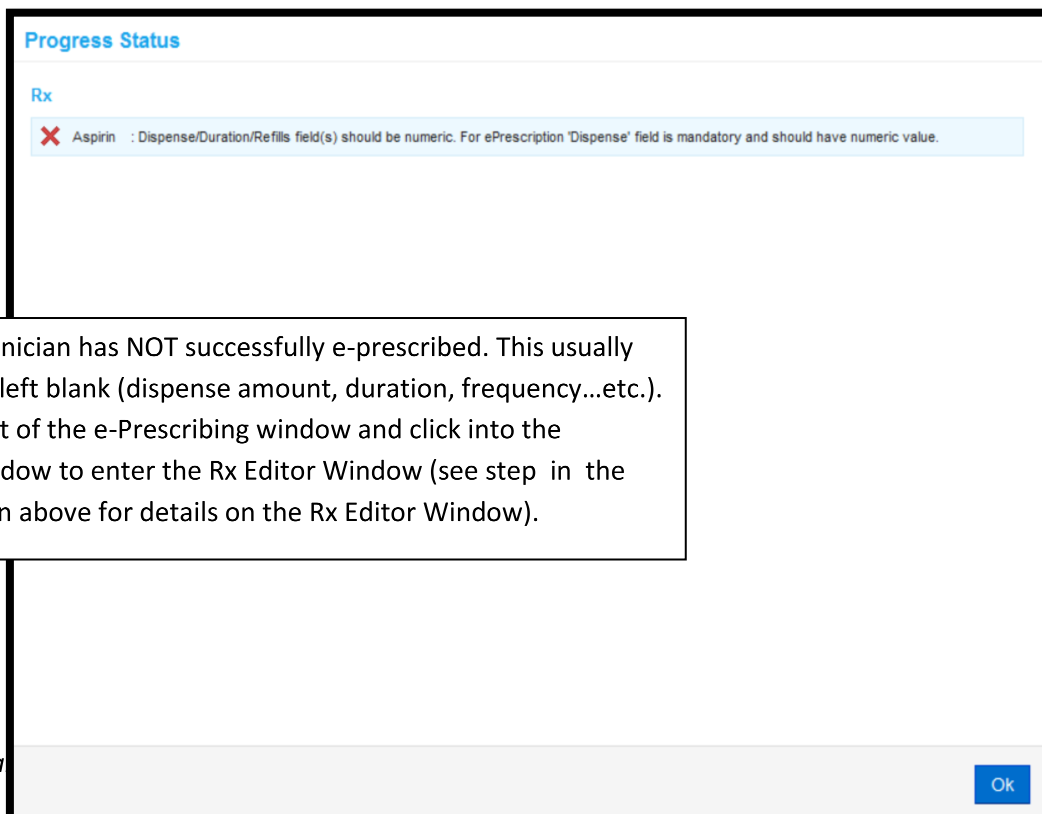


#5 This page indicates that the clinician has successfully e-prescribed. Press "Ok" and exit out of the E-prescribing window.

NOTE: The e-Prescribing window will not disappear—this is not an error. Exit the e-Prescribing window, DO NOT PRESS SEND AGAIN. That will send the prescription to the pharmacy a second time.



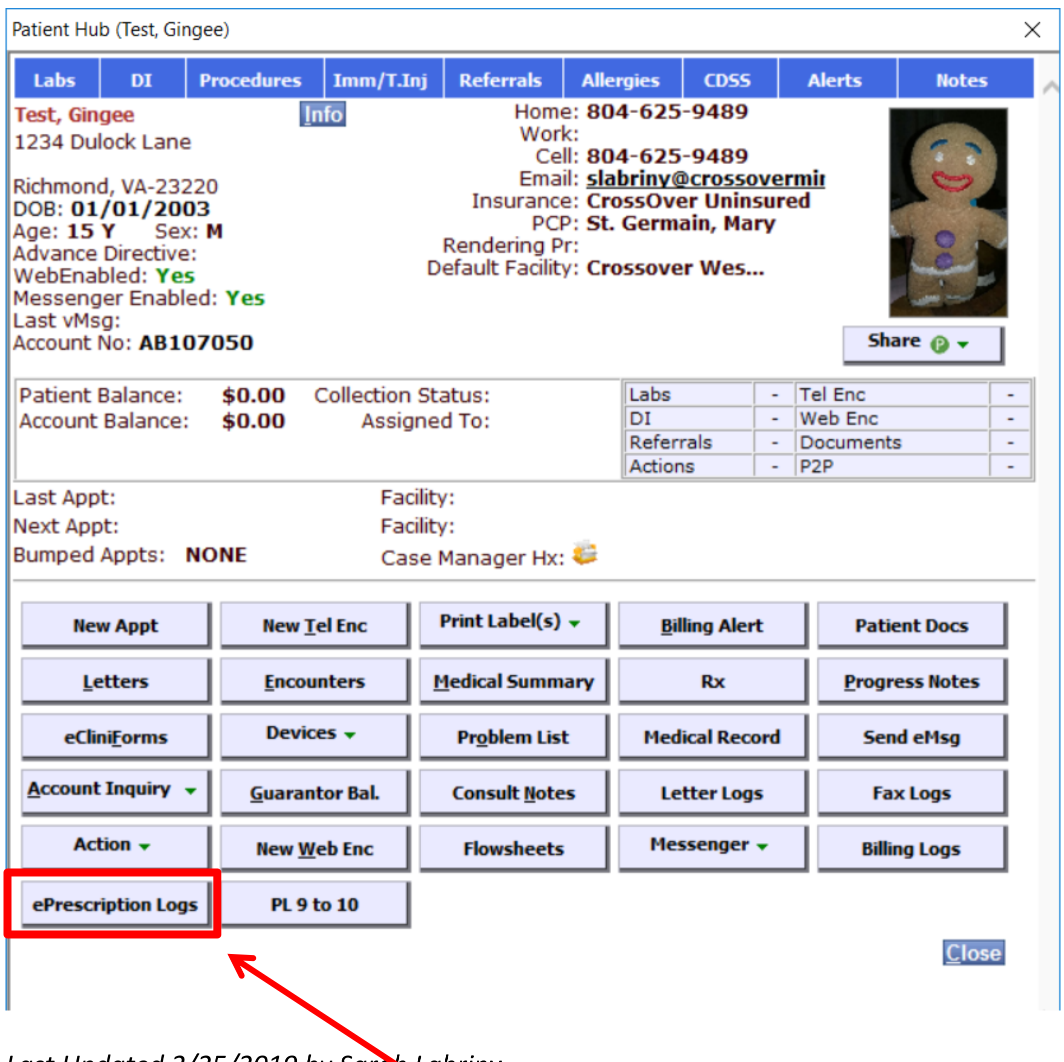
#6 This page indicates that the clinician has NOT successfully e-prescribed. This usually means that one of the fields was left blank (dispense amount, duration, frequency…etc.). Clinician must press "Ok", exit out of the e-Prescribing window and click into the medication on the treatment window to enter the Rx Editor Window (see step in the ***Ordering New Medication*** section above for details on the Rx Editor Window).

Ordering + ePrescribing Medication in eCW

Checking to See That Rx was sent to Pharmacy

1. Click the *Hub* button located on the top left of the Progress Note:

2. Click the *ePrescription Logs* button.



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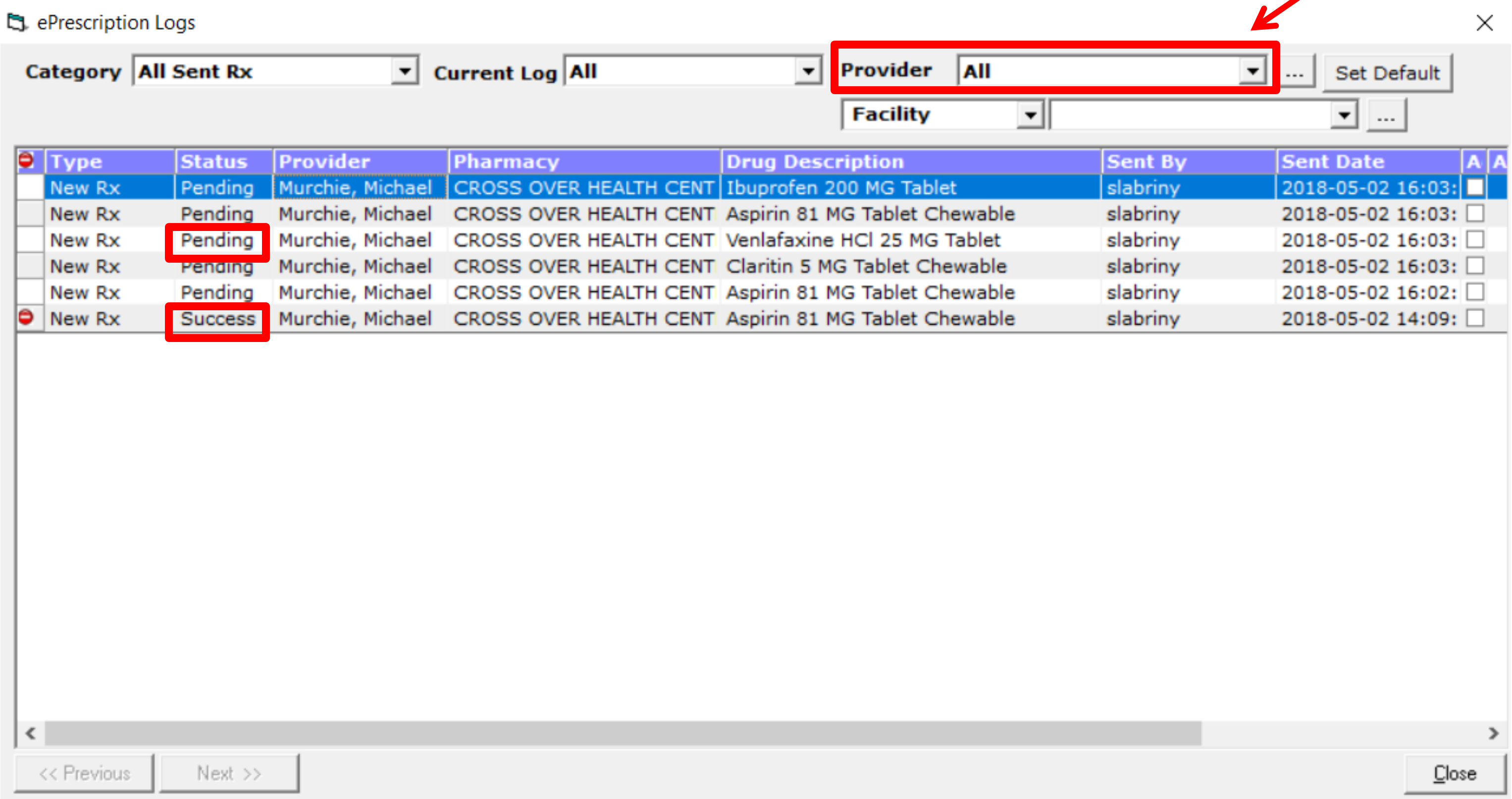
3. The ePrescription Log Window will appear. In the Change the Provider to ALL



4. Look in the Status column for the medication you prescribed.
   a. Pending = it is still being sent to the Pharmacy's computer system
   b. Success = The Pharmacy has received the e-prescription. (This does NOT mean that they have filled the medication yet.)
   c. Failed = There was an error in e-prescribing. Go through the e-Prescribing process again (See section above called ***Step 2: E-Prescribing***).

For eClinicalWorks Questions, please contact Sarah Labriny, EHR Coordinator at CrossOver Healthcare Ministry:
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