

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)

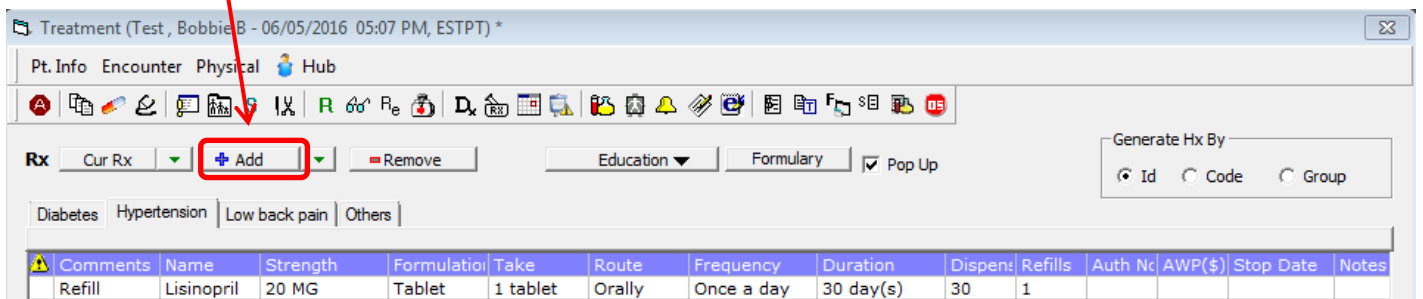
SCENARIO #1: Ordering New Medication

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

Plan:

Treatment:

2. Click the Add button:



Treatment (Test, Bobbie B - 06/05/2016 05:07 PM, ESTPT) *

Pt. Info Encounter Physical Hub

Rx Cur Rx **+ Add** Remove Education Formulary Pop Up

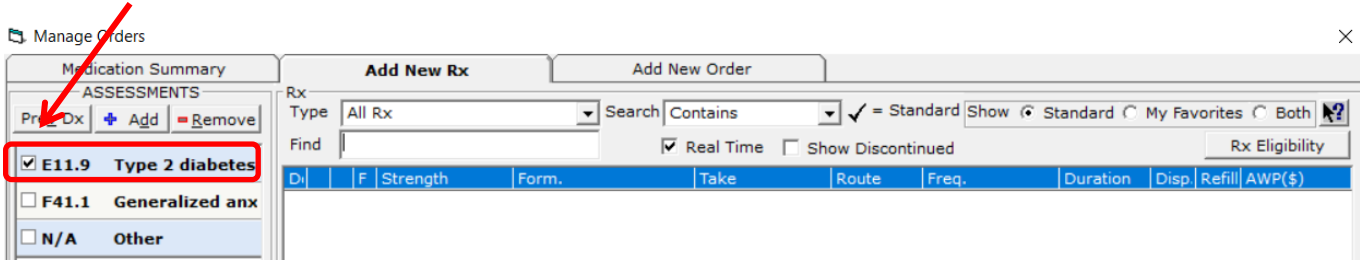
Diabetes Hypertension Low back pain Others

Comments	Name	Strength	Formulation	Take	Route	Frequency	Duration	Dispens	Refills	Auth Nc	AWP(\$)	Stop Date	Notes
Refill	Lisinopril	20 MG	Tablet	1 tablet	Orally	Once a day	30 day(s)	30	1				

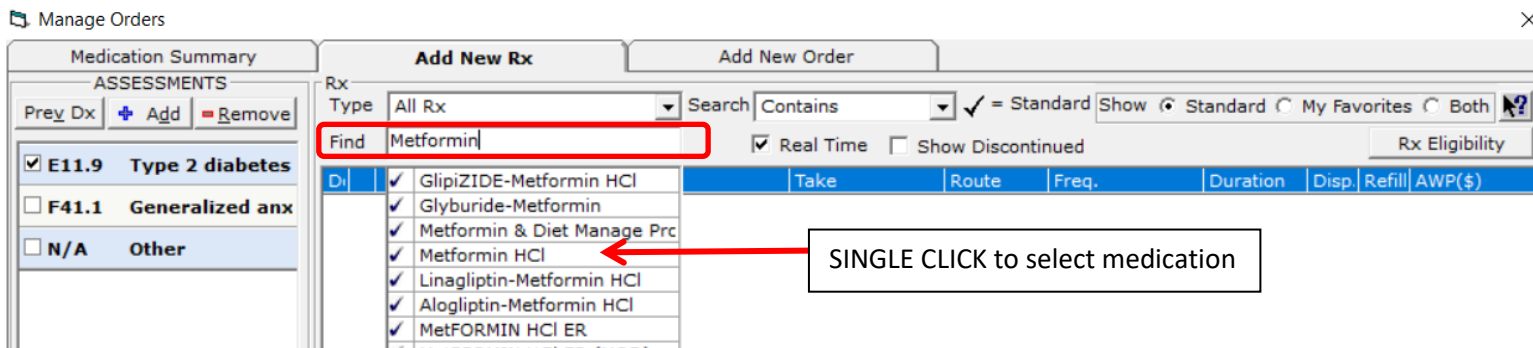
Ordering + ePrescribing Medication in eCW

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

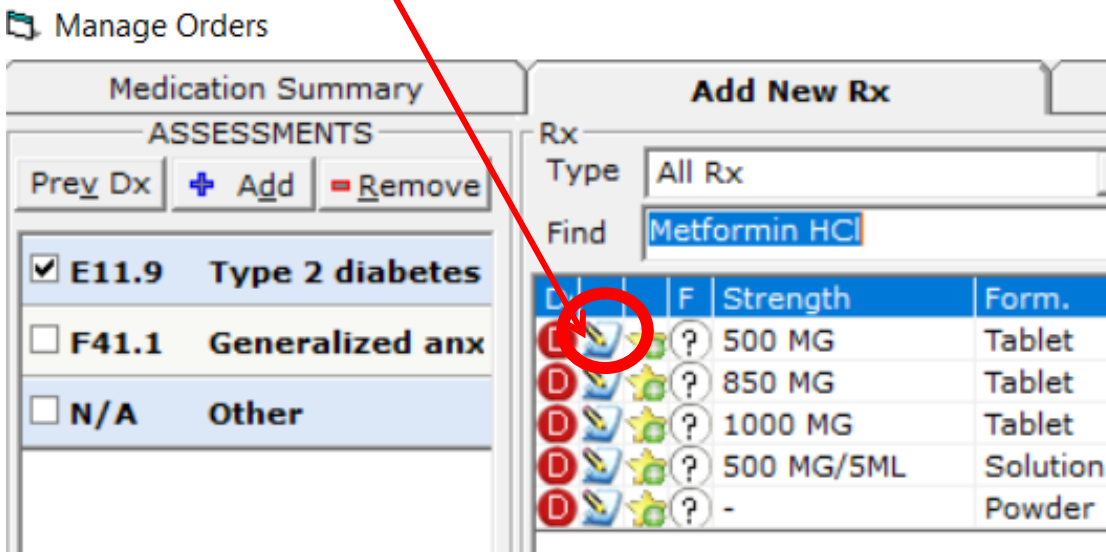
(Check the box for the Assessment that you would like to prescribe for BEFORE searching for the Medication!) DO NOT SKIP THIS STEP!



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.



Ordering + ePrescribing Medication in eCW

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.

METFORMIN HCL Dosage Calculator

Strength - Formulation	Take	Route	Frequency	Duration	Dispense	Refill
500 MG - Tablet	1 tablet with a meal	Orally	Once a day	30 day(s)	30	
850 MG - Tablet	5 ml with a meal	Orally	Once a day			
1000 MG - Tablet	1 tablet with a meal					
500 MG/5ML - Solution						
-- Powder						

500 MG | Tablet | 1 tablet with a meal | Orally | Once a day | 30 day(s) | 30

* Combined length of Take, Route and Frequency cannot exceed 132 characters. (Remaining Characters 96).
 * Custom Dosages are not shown by default. To Show/Hide Custom Dosages Setting follow the link: MySetting --> Show/Hide Tab --> Custom Dosages in Rx Edit Screen

Rx: Metformin HCl 500 MG Tablet, TAKE: 1 tablet with a meal, Orally Once a day, for 30 day(s), DISPENSE: 30

Buttons: Apply, Cancel, Add, Clear DRG, Select Unit, ok, 1-9, 0, ., C

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

Sarah Labriny

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.

Ordering + ePrescribing Medication in eCW

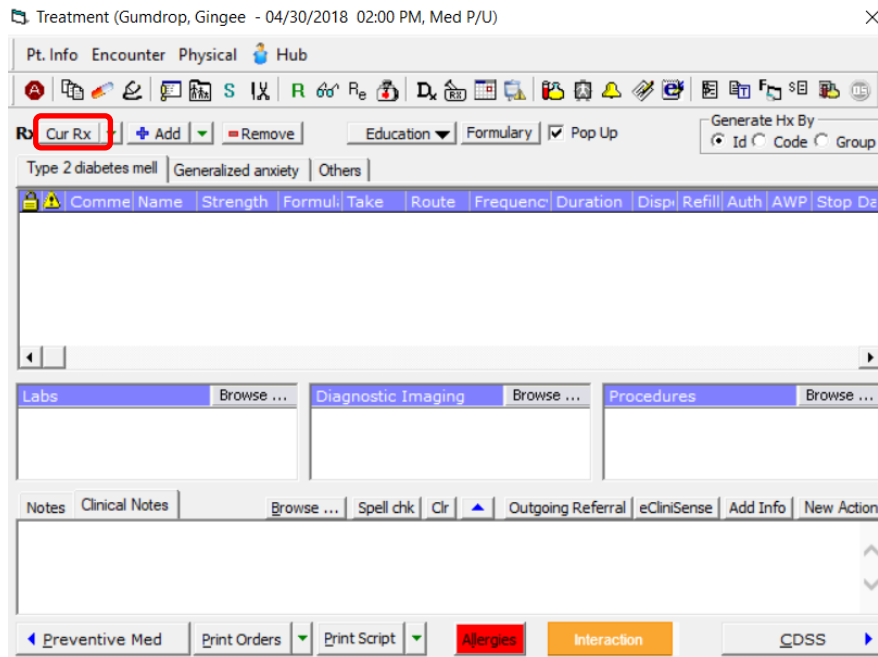
SCENARIO #2: Refilling Current Rx (NOT ADDING NEW MED)

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

Plan:

[Treatment:](#)

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!

Las

Medication	Action	Dur.	D	R	Source	Start Dt	Stop Dt
Metformin HCl 850 MG Tablet	Taking				Murchie, Michael S.	02/14/2018	
Singulair 5 MG Tablet Chewable	Taking				Murchie, Michael S.		
Aspirin 81 MG Tablet Chewable	Taking				Bruzzese, Vivian	04/02/2018	
Acetaminophen-Caffeine 500-65 MG Capsule	Not-Taking/PRN	30 days	180		Murchie, Michael S.	03/27/201805/17/2018	
Risperidone 4 MG Tablet	Not-Taking/PRN	30 day (s)	60 Tablet	2	Murchie, Michael S.	02/14/2018	

Assessment	Stop Date
E11.9 Type 2 diabetes mellitus without complication, with	Stop Date
Stop - Acetaminophen-Caffeine 500-65 MG Capsule	
F41.1 Generalized anxiety disorder	Stop Date
N/A Other	Stop Date

Ordering + ePrescribing Medication in eCW

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

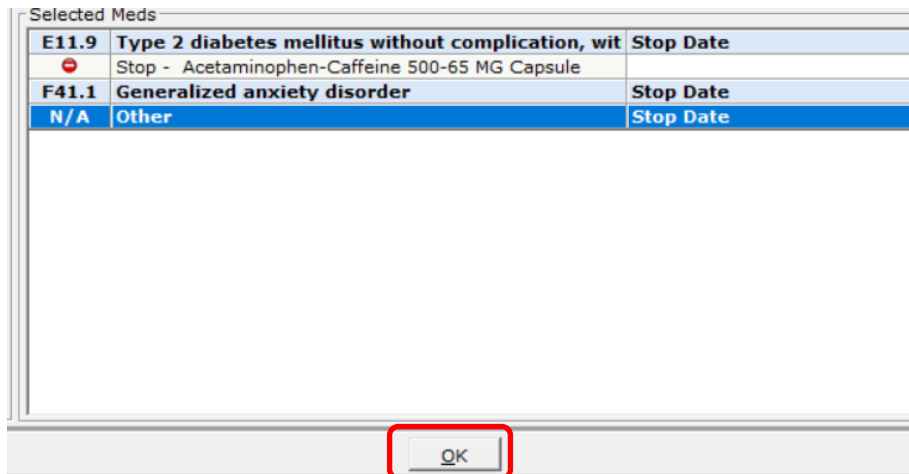
90 – Refill for 90 days without any adjustments

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:



Ordering + ePrescribing Medication in eCW

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.

METFORMIN HCL Dosage Calculator

Strength	Formulation	Take	Route	Frequency	Duration	Dispense	Refill
500 MG	Powder	1 tablet with meals	Orally	Twice a day	as needed		0
850 MG	Tablet	1 tablet with a meal	Orally	Once a day	1 dose	10	1
1000 MG	Solution	5 ml with meals		Twice a day	05 days	20	1
500 MG/5ML	vk	1 tablet with a meal		1/2 hour before sexual activi day	07 days	30	2
				ONE TABLET 3 TIMES A DA prn	10 days	40	3
				twice	14 days	60	4
					30 days	90	5
					60 days		6
					90 days		6

850 MG Tablet 1 tablet with a meal Orally Twice a day 30 days 60 Tablet 1

* Combined length of Take, Route and Frequency cannot exceed 132 characters. **(Remaining Characters 95).**
 * Custom Dosages are not shown by default. To Show/Hide Custom Dosages Setting follow the link:
 MySetting --> Show/Hide Tab --> Custom Dosages in Rx Edit Screen

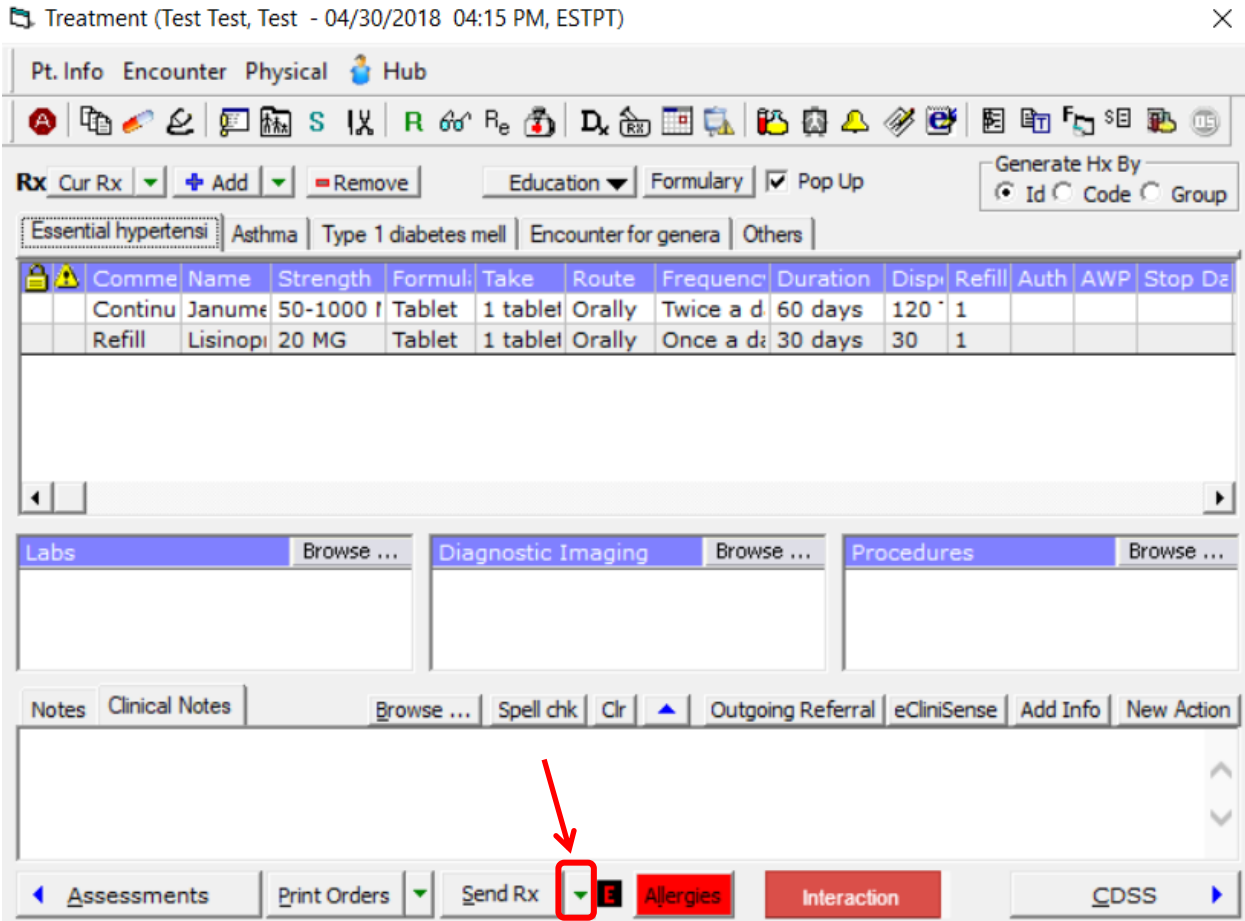
Rx: Metformin HCl 850 MG Tablet, **TAKE:** 1 tablet with a meal, Orally Twice a day, for 30 days, **DISPENSE:** 60 Tablet, **REFILLS:** 1

Apply Cancel Clear DDR

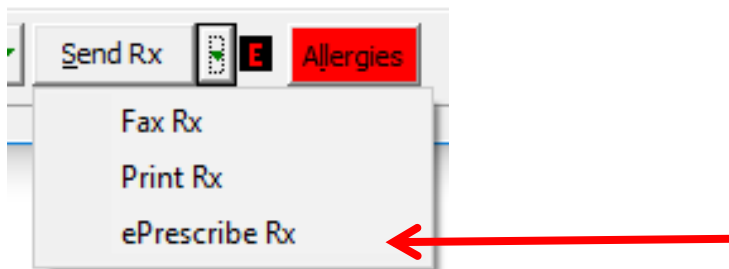
Ordering + ePrescribing Medication in eCW

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.

Last Updated 2/25/2019 by Sarah Labriny

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.

ePrescribe Rx

Patient Name: Test, Bobbie B
Patient Address: 14100-14199 MILL CREEK DR, MONTPELIER, VA-23192-2837
8/13/1973
Last Appt: 06/05/2016 05:07 PM
Next Appt:
Provider Name: Murchie, Michael
Provider DEA #:
Pharmacy: **CROSS OVER HEALTH CENTER**
Pharmacy Address: 108 COWARDIN AVENUE, RICHMOND, VA-23224
Phone: 804-233-5016, Fax: 804-980-7752
 Set as primary Pharmacy

Notes to Pharmacist: Spanish speaking only, P/U at Cowardin preferred

Supervising Provider:

Prescription

New & Refilled Prescriptions

<input checked="" type="checkbox"/>	C	M	⚠	Drug Name	S	Comments	Browse...
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Refill Lisinopril	<input checked="" type="checkbox"/>		...

Existing Prescriptions Not Requiring Refills

<input type="checkbox"/>	C	M	⚠	Drug Name	S	Comments	Browse...
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Decrease Metformin HCl	<input checked="" type="checkbox"/>		...

Buttons: Show Preview Rx, << Prev, << Prev(Send Rx), **Send ePrescription**, Cancel, Interaction, Next(Send Rx) >>, Next >>

Last Updated 2/25/2016

Ordering + ePrescribing Medication in eCW

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.

The screenshot shows the eCW interface for ePrescribing. It is divided into two main sections: 'New and Refill Rx' and 'Existing Rx'. Each section has a header with 'Supervising Provider', 'Comments', 'Provider DEA#', and 'Patient Pharmacy' fields. Below these are tables of medication orders.

New and Refill Rx Table:

Mode	Rx	Pharmacy	Comments
<input checked="" type="checkbox"/> ePrescribe	Lisinopril (20 MG Tablet) 1 tablet, Once a day, Orally	CROSS OVER HEALTH CENTER, 108 COWARDIN AVENUE, RICHMOND, VA, 23224	Last Filled: 04-06-2018 30 days, Dispense: 30, Refills: 1
<input checked="" type="checkbox"/> ePrescribe	Pepto-Bismol (524 MG/30ML Suspension) 30 ml every 4 hours, prn, Orally	CROSS OVER HEALTH CENTER, 108 COWARDIN AVENUE, RICHMOND, VA, 23224	Last Filled: 04-06-2018 30 days, Dispense: 1, Refills: 0

Existing Rx Table:

Mode	Rx	Pharmacy	Comments
<input type="checkbox"/> ePrescribe	Janumet (50-1000 MG Tablet) 1 tablet with meals, Twice a day, Orally	CROSS OVER HEALTH CENTER, 108 COWARDIN AVENUE, RICHMOND, VA, 23224	Last Filled: 03-15-2018 60 days, Dispense: 120 Tablet, Refills: 1

At the bottom of the interface, there is a status bar that reads: "Only items will be sent through the transmit mode selected for each item." To the right of this bar is a green "Send" button.

by Sarah

Ordering + ePrescribing Medication in eCW

The screenshot shows a window titled "Progress Status" with a sub-header "Rx". Below this, there is a list of three medications, each with a green checkmark to its left: Lisinopril, Pepto-Bismol, and Janumet. At the bottom right of the window, there is a blue button labeled "Ok".

#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.

The screenshot shows a window titled "Progress Status" with a sub-header "Rx". Below this, there is a red error message: "X Aspirin : Dispense/Duration/Refills field(s) should be numeric. For ePrescription 'Dispense' field is mandatory and should have numeric value." At the bottom right of the window, there is a blue button labeled "Ok".

#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).

Last Updated 2/25/2019 by Sara

Ordering + ePrescribing Medication in eCW

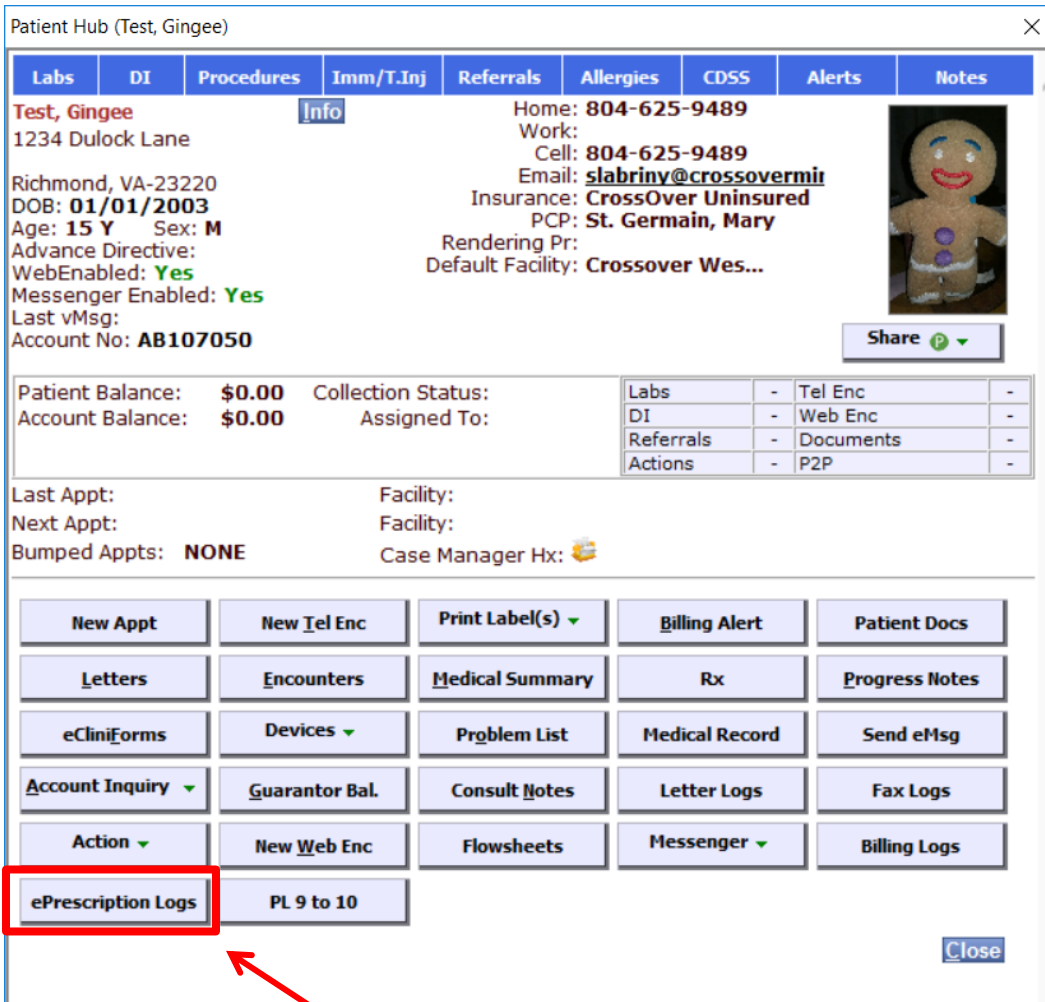
Checking to See That Rx was sent to Pharmacy

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



The screenshot shows the top left of a patient's progress note. The patient's name and age are "Test, Gingee, 15 Y, M". To the right of the name are two buttons: "Info" and "Hub". The "Hub" button is highlighted with a red box, and a red arrow points to it from the right. Below the name is a small photo of a gingerbread man. To the right of the photo is a list of patient information: "1234 Dulock Lane", "Richmond, VA 23220", "H:804-625-9489", "M:804-625-9489", "DOB:01/01/2003", and "slabriny@crossovermi". To the right of this information is a vertical list of categories: "Appt", "PCP", "Langu", and "Trans". Below the patient information is a navigation bar with "Medical Summary | CDSS | Alerts |" and a search field labeled "SF".

2. Click the *ePrescription Logs* button.



The screenshot shows the "Patient Hub" interface for "Test, Gingee". The interface is divided into several sections. At the top, there is a navigation bar with tabs: "Labs", "DI", "Procedures", "Imm/T.Inj", "Referrals", "Allergies", "CDSS", "Alerts", and "Notes". Below the navigation bar, there is a patient information section with a "Info" button. The patient information includes: "Test, Gingee", "1234 Dulock Lane", "Richmond, VA-23220", "DOB: 01/01/2003", "Age: 15 Y", "Sex: M", "Advance Directive:", "WebEnabled: Yes", "Messenger Enabled: Yes", "Last vMsg:", and "Account No: AB107050". To the right of this information is a contact information section: "Home: 804-625-9489", "Work:", "Cell: 804-625-9489", "Email: slabriny@crossovermi", "Insurance: CrossOver Uninsured", "PCP: St. Germain, Mary", "Rendering Pr:", and "Default Facility: Crossover Wes...". Below the contact information is a "Share" button. To the right of the patient information is a small photo of a gingerbread man. Below the patient information and contact information is a table with columns: "Labs", "DI", "Referrals", "Actions", "Tel Enc", "Web Enc", "Documents", "P2P". Below the table is a section for "Last Appt:", "Next Appt:", "Bumped Appts: NONE", "Facility:", and "Case Manager Hx:". Below this section is a grid of buttons: "New Appt", "New Tel Enc", "Print Label(s)", "Billing Alert", "Patient Docs", "Letters", "Encounters", "Medical Summary", "Rx", "Progress Notes", "eCliniForms", "Devices", "Problem List", "Medical Record", "Send eMsg", "Account Inquiry", "Guarantor Bal.", "Consult Notes", "Letter Logs", "Fax Logs", "Action", "New Web Enc", "Flowsheets", "Messenger", "Billing Logs", and "ePrescription Logs". The "ePrescription Logs" button is highlighted with a red box, and a red arrow points to it from the bottom left. Below the grid of buttons is a "Close" button.

Last Updated 2/25/2019 by Sarah Labriny

Ordering + ePrescribing Medication in eCW

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

ePrescription Logs

Category: All Sent Rx | Current Log: All | Provider: All | Facility: | Set Default

Type	Status	Provider	Pharmacy	Drug Description	Sent By	Sent Date	A
New Rx	Pending	Murchie, Michael	CROSS OVER HEALTH CENT	Ibuprofen 200 MG Tablet	slabriny	2018-05-02 16:03:	<input checked="" type="checkbox"/>
New Rx	Pending	Murchie, Michael	CROSS OVER HEALTH CENT	Aspirin 81 MG Tablet Chewable	slabriny	2018-05-02 16:03:	<input type="checkbox"/>
New Rx	Pending	Murchie, Michael	CROSS OVER HEALTH CENT	Venlafaxine HCl 25 MG Tablet	slabriny	2018-05-02 16:03:	<input type="checkbox"/>
New Rx	Pending	Murchie, Michael	CROSS OVER HEALTH CENT	Claritin 5 MG Tablet Chewable	slabriny	2018-05-02 16:03:	<input type="checkbox"/>
New Rx	Pending	Murchie, Michael	CROSS OVER HEALTH CENT	Aspirin 81 MG Tablet Chewable	slabriny	2018-05-02 16:02:	<input type="checkbox"/>
New Rx	Success	Murchie, Michael	CROSS OVER HEALTH CENT	Aspirin 81 MG Tablet Chewable	slabriny	2018-05-02 14:09:	<input type="checkbox"/>

<< Previous | Next >> | Close

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:

slabriny@crossoverministry.org

804-622-0803 x.124

Last Updated 2/25/2019 by Sarah Labriny