

# EPIC TRAINING



## Enter Paper Prescriptions Quick Start Guide

HOUSTON  
**Methodist**<sup>®</sup>  
LEADING MEDICINE



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## Find a patient's record

1. From the Pharmacy Dashboard, click **Front Counter**.
2. Enter the patient's name.
  - To narrow your search, enter the patient's birthdate and phone number as well.
  - To narrow your search even further, select the **Exact date** check box to limit results to the date you enter.
3. Open the patient's chart.



If you're **absolutely** sure the patient isn't listed in the system, create a new record for him. For more information, refer to [Register a New Patient](#).



Enter "=" in the **Name** field to bring up a list of the most recent patients. This shortcut is especially useful if you accidentally click **Accept** before you're finished with a patient.

## Enter a paper prescription

1. Select the **Rx Management** tab.
2. In the **New Rx** field, enter the medication name.

### Add prescription details

1. Fill out the **Dose, Route, Frequency,** and **End after** fields. A patient sig appears based on what you enter.
  - If the prescription requires tapers, ramps, or combination doses, click **Complex Dosing** and enter this information in discrete fields.



The system calculates the dispense amount and automatically determines which NDC to use. It also fills in the acquisition cost for the prescription.

2. Enter the provider who signed the prescription in the **Authorized** field.
  - If you can't find the provider in the system, delete the name from the **Authorized** field and click **Other** to enter new provider information.
3. Enter Written as the value in the **Rx origin** field.
4. Accept the prescription to save the details you've entered. If there are no errors or other problems with the prescription, it moves to the next stage of filling.



## Associate a diagnosis with a prescription

Diagnosis information is saved from Hyperspace prescriptions and e-prescriptions but must be manually entered when receiving a hard copy. Depending on the state your organization is in, associated diagnoses might be required for some or all prescriptions.

1. After entering a prescription, select the **Advanced view** check box.
2. Under the **Diagnoses** field, click **Add**.
3. Search for the applicable diagnosis and associate it with the prescription. You can associate more than one diagnosis with a prescription if needed.



You can use speed buttons to add diagnoses from the patient's problem list.



A warning appears when you send a refill authorization request to an external provider for a prescription with more than two diagnoses.

## Enter orders more quickly

Save time by entering the medication's dose, route, frequency, dispense, refills, origin, and duration as you enter its name.

For example, to enter a written order for ciprofloxacin in 250 mg tablets to be taken orally twice a day for 10 days, enter "cipro tab] 250mg oral bid x10days owrit".



- Enter ] after multi-word medication names.
- Enter . before non-PRN frequencies.

Select the correct medication and click **Ok**. The information you specified appears in the appropriate fields.



To see a list of available prescription entry shortcuts, click  to the right of the **New Rx** field.

## Dispense a brand-name medication

1. Select the **Advanced View** check box.
2. Select **Brand Necessary** and choose the appropriate brand.
3. Fill in the **DAW reason** field.
4. Continue to review the prescription as usual.



## Scan the original paper prescription

1. Click **Scan Prescription** above the Pharmacy to Dispense section.
2. Place the prescription on your scanner and scan it. The image of the scanned prescription appears on your screen.
3. If the image isn't clear, reposition it and click **Rescan**.
4. Click **Accept** to save the image.



To view the saved image of a scanned prescription, look in the **Scans** section next to the Provider Prescribed section.



If a patient brings in multiple prescriptions on one piece of paper, you don't need to scan the paper for each prescription. Instead, click the **Use Last Scan** button above the Pharmacy to Dispense section to attach the most recent scan to each prescription as you enter it. Using the down arrow, you also have the option to select one of up to four other scans from within the last 24 hours. Hover over these scans to magnify them while the list is open.

## Choose not to fill a prescription right now

If the patient requests that you not fill a prescription, select the **Profile only** check box. This option puts the prescription on the patient's profile so you can easily return to it later but prevents it from being processed for the moment.

Profile only

Incoming transfer

Advanced view

Provider Prescribed

Written:  Rx expires:

Medication:

## Change the products used in a mixture

1. In the Provider Prescribed section of the **Rx Management** tab, click **Edit Mixture...**
2. Select the appropriate NDC for each component of the mixture.



## Create a mixture on the fly

1. In the **New Rx** field, enter one of the mixture's ingredients.
2. In the Provider Prescribed section, click **Create Mixture....**
3. Verify that the first ingredient has the correct type.



Be sure to select the correct type for each ingredient. The type you select affects the following:

- How the prescription is named
- How concentration is calculated for liquids
- Whether a component can be the dosed ingredient of the mixture

4. Under Select an ingredient to add, enter an ingredient and select the appropriate type.
5. Click **Ok**.

6. If necessary, add additional ingredients. Select the ingredient and type and click **Ok**.
  - If you accidentally select the wrong type, clear the check box and re-add the ingredient with the correct type. Ingredients without check boxes are ignored.
7. In the **Recipe** fields, enter the amount of each ingredient to include.
8. Verify that the correct NDC is selected for each ingredient.
9. Select the **Dosed Ingredient** check box for the dosed ingredient.



10. If necessary, edit the mixture name. When you click away from the text box, the new name is automatically saved and appears everywhere the prescription name appears. To change the edited name back to the original name, click **Restore** next to the text box.



The system also automatically updates the order name to match any edits you make to the mixture itself.

**10** Edit Mixture

tacrolimus 1 mg/mL in simple syrup oral solution

**9** TACROLIMUS 5 MG PO CAPS **8** NDC: 0469-0657-11 : 100 each Box - PR... **7** Recipe: 30 mg

Dosed ingredient

Base

**6**  SIMPLE SYRUP PO SYRP NDC: 0395-2661-16 : 480 mL Bottle Recipe: 30 mL

Add Ingredient Close