

EPIC TRAINING



Transfer Prescriptions (Pharmacist Only) Quick Start Guide

HOUSTON
Methodist[®]
LEADING MEDICINE



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Transfer from another pharmacy to yours

Transfer in an existing prescription

1. Open the patient's chart from Front Counter.
2. Go to the **Med Profile** tab and select **Medical record**.
3. Verify that the prescription already exists in Epic.
 - If the prescription does not exist, transfer it as a new prescription.
4. Select the prescription and click **Transfer** to mark it as an incoming transfer.
5. Fill out the **purple transfer** information fields in the **Rx Management** tab and click **Accept**.

Transfer in a new prescription

1. Open the patient's chart from Front Counter and go to the **Rx Management** tab.
2. Search for the medication in the **New Rx** field and select it in the window that appears.
3. Select the **Incoming Transfer** check box.
4. Enter the prescription and transfer information.
5. Click **Accept**.

Transfer to another pharmacy from yours

1. Open the patient's chart from Front Counter.
2. Select the **Med Profile** tab to open the list of the patient's prescriptions.
3. Select the prescription you want to transfer and click **Transfer**.
4. Enter the name of the pharmacy to which you are transferring the prescription in the **Transfer to** field.
5. Enter the name of the pharmacist or technician you spoke with at the new pharmacy, as well as comments if necessary.
6. Review the prescription information and click **Accept**.

Cancel a transfer

To cancel an ongoing transfer for any reason, find the transfer in Prescription Event Details and click **Cancel**.