

EPIC TRAINING



Update Default NDC to Dispense and Reorder Quick Start Guide

HOUSTON
Methodist[®]
LEADING MEDICINE



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Understanding Default NDCs

The **default NDC to dispense** is the NDC that Epic automatically selects when you enter a medication. The **default NDC to reorder** is the NDC that Epic automatically selects when you select an inventory item to order in a purchase request.

Understanding NDC settings

For each NDC, you can designate three settings by clicking in the appropriate column:

- : Keep on medication list
 The medication list indicates which medication records and NDCs appear on the NDC list in your pharmacy. The blue check mark under this column means that the NDC remains on the medication list when its stock reaches zero.
- : Default reorder
 The red dot in this column indicates the NDC that is reordered by default. In some cases, this is the NDC that is dispensed by default.
- : Dispense package
 If you know you always dispense the entire package of a certain NDC, use this setting to dispense the package by default. You will want to use this setting for medications such as inhalers or creams.
- : Do not reorder
 If an NDC is unavailable from a supplier, use this setting to prevent it from being submitted on an order. When the NDC becomes available again, clear the red X from the column to resume ordering.

You can also select the **Always dispense by package** check box at the bottom of the screen to set dispense by package for all NDCs in the inventory item.

There are additional useful settings at the bottom of the page:

- Select the **Only show NDCs with a balance** check box to limit the list of NDCs you see to what you currently stock in your pharmacy.



- During order entry, each pharmacy looks first to a preference list and then to a med list when selecting an NDC to dispense. Select the **Add medication to linked preference list** check box to add the med to the preference list associated with your pharmacy.

Change the Default NDC to Reorder

1. Select your inventory location from the home dashboard to access the list of inventory items stocked at that location.
2. Click anywhere in the list of items and start typing the name of the inventory item you want to update. For example, to update Omeprazole 20 mg, start typing "omepra." The system brings you to the "O" section of your inventory list.
3. Double-click on the item you want to update to open the **Item Balance** record.
4. Select the **NDC Settings** tab and click in the default reorder column next to the NDC you want to reorder. A red dot appears to mark it as the default NDC to reorder. **Note:** The preferred NDC set in a purchase contract overrides this setting.

Understanding Default NDC to Dispense Logic

Multiple settings affect the default NDC to dispense when entering a prescription:

- Your medication list is linked to a preference list. The preference list is what the system first displays when a pharmacist or provider searches for a medication. Preference lists are a way to limit which medications a provider can select while ordering.
- In the outpatient pharmacy, a pharmacist can search all medications when filling a prescription and the outpatient preference list will match the auto-generated medication list.
- Your auto-generated medication list is a list of the meds you stock in your pharmacy. Both generic and brand medications are combined under the same generic record on your med list. The system automatically selects the default NDC from the generic inventory item record as the default NDC to dispense when ordered. In the outpatient pharmacy, if a brand medication is ordered as brand necessary, then they system selects the default NDC to dispense from the brand inventory item. If you want to permanently override the generic NDC with the brand NDC, then you can use the following setting in the inventory item's **NDC Settings** tab.