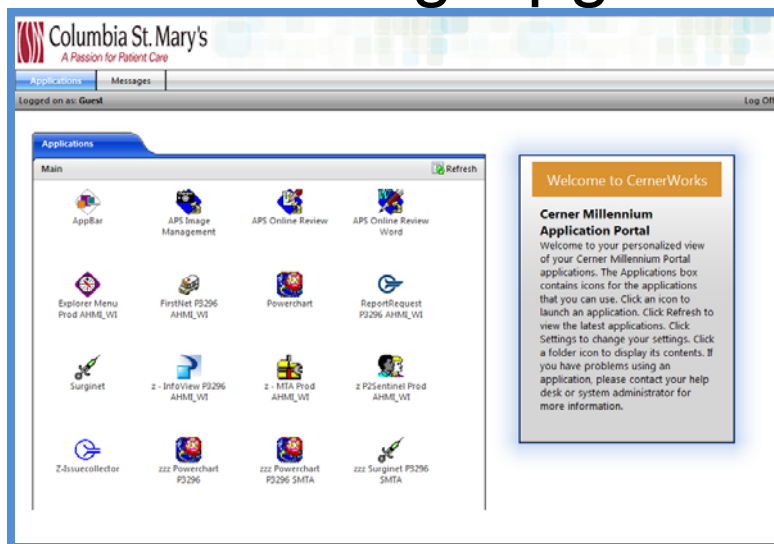




Quick Reference Guide

Electronic Health Record ePrescribing Upgrade



October 16, 2013

Introduction:

On **Wednesday, October 16, 2013**, CSM will be installing an upgrade to the ePrescribing module.

These enhancements are needed in order to:

- Improve communication
- Provide Surescripts changes related to Meaningful Use
- Required to continue to use the ePrescribe service after October 31, 2013

Questions and or Issues?

Please call the IS Service Desk:

- Internally call 85-2400
- Externally call 414-326-2400

1. An additional preview screen will display whenever a prescription is electronically sent to the pharmacy

- The screen may indicate missing details.
- Sign** will not be available if the prescription contains missing details.
- Click [Modify](#) to return to the scratchpad and complete the requirements indicated on the preview screen.

AHMIWIAttending EYMD, Testuser
 2311 N Prospect Ave, Milwaukee, WI 53211 Phone: (414) 319-3150 Fax: (414) 319-3087
 National Provider Identifier:(7292221703) DEA: BC123456

10Dot6 Pharmacy Store1 MU Long Name -- 56789 Long Pharmacy Name for 10.6MU, 1234 Long Address Line 2 for 10.6MU, ReallyLongCityNameForPharmacy 106MU, CA 900098989 Phone: (310) 1234567

Humibid L.A. 600 mg tab, extended release

Missing representative National Drug Code. Will not send to pharmacy.
 You can modify the Send To option to continue signing. Please notify your IT department to make this medication available for e-prescribing.

2 tab(s) PO (oral) qDayx10 day(s)
 #20 tab(s), Refills:0, DAW:No, Date Written:09-25-2013

[Modify](#)

2. Medication search functions when prescribing will change

- Medications no longer available by the brand name will now only display by searching the medication's generic name. (ie: Flexaril will only be able to be located by searching the generic name cyclobenzaprine).

SMOKER2, TEST - Add Order

SMOKER2, TEST DOB:01/01/1935 Sex:Male MRN:SIG-20046787 Allergies: Allergies N
 PCP: Age:78 years Loc:PMC Fin#:000000001800 Outpatient [9/17/2013 ...
 Attending: Adv Dir: CSMConnect: Yes

Diagnosis (Problem) being Addressed this Visit: flexaril

Search within: All At location: PMC

SMOKER2, TEST - Add Order

SMOKER2, TEST DOB:01/01/1935 Sex:Male MRN:SIG-20046787 Allergies: Allergies N
 PCP: Age:78 years Loc:PMC Fin#:000000001800 Outpatient [9/17/2013 ...
 Attending: Adv Dir: CSMConnect: Yes

Diagnosis (Problem) being Addressed this Visit: cyclobenzaprine

Search within: All At location: PMC

Comfort Pac with Cyclobenzaprine 10 mg with analgesic balm oral and topical kit
 cyclobenzaprine 10 mg oral tablet
 cyclobenzaprine 10 mg with analgesic balm oral and topical kit
 cyclobenzaprine 15 mg oral capsule, extended release
 cyclobenzaprine 30 mg oral capsule, extended release
 cyclobenzaprine 5 mg oral tablet
 cyclobenzaprine 7.5 mg oral tablet

- Updates to the Multum medication database occur monthly. Medications may be impacted each time the monthly upload is completed as items become obsolete or no longer available by the brand name.
- Impacted medications will automatically be removed from **Favorites**.

3. An additional field will display on the scratchpad: eRx Product Type

- a. National Drug Code (NDC) information is directly related to the Product Type and is set up to default behind the scenes for most prescriptions.
- b. The field will be blank even if an NDC is associated with the selection with the exception of select supplies such as diabetic supplies. The field for these selections will prepopulate Supply.

Details for **Diabetic Supplies (Rx) (AC...** Send To: 10Dot6 Pharmacy Store1 MU Long Name (56789 Long Pharmacy Name for 10.6MU) ...

Details | Order Comments | Diagnosis

Dose: *Route of Admi... *Frequency: Duration: *Dispense: 1 box(es) Refill: 1

Indication: PRN:

Special Instructions:

Requested Start Date/Time: 09/24/2013 1635 CDT Requested Refill Date: CDT

Samples: Dispense As Written: Yes No

Type Of Therapy: Acute Maintenance Samples Given: Yes No

eRx Note to RPh: Stop Date/Time: CDT

Print DEA Number: Yes No

Drug Form: eRx Product Type: **Supply**

- c. If the medication is available but does not have a current NDC assigned, an error on the preview screen will indicate the need to populate the eRx Product Type Field.
- d. From the Preview screen click Modify to navigate back to the scratchpad.

AHMIWIAttending EVMD, Testuser National Provider Identifier:(7292221703) DEA: 801234567

2311 N Prospect Ave, Milwaukee, WI 53211 Phone: (414) 319-3150 Fax: (414) 319-3087

10Dot6 Pharmacy Store1 MU Long Name -- 56789 Long Pharmacy Name for 10.6MU, 1234 Long Address Line 2 for 10.6MU, ReallyLongCityNameForPharmacy 106MU, CA 900098989 Phone: (314) 555-1234

Humibid L.A. 600 mg tab, extended release [\[Modify\]](#)

Missing representative National Drug Code. Will not send to pharmacy.

You can modify the Send To option to continue signing. Please notify your IT department to make this medication available for e-prescribing.

2 tab(s) PO (oral) qDay;x10 day(s)

#20 tab(s), Refills:0, DAW:No, Date Written:09-25-2013

- e. Locate the eRx Product Type field. Click the drop down and select "SUPPLY". Click Sign.

Details for **guaifENesin (Humibid L.A. 600 mg tab, extended re...** Send To: 10Dot6 Pharmacy Store1 MU Long Name (56789 Long Pharmacy Name for 10.6MU) ...

Details | Order Comments | Diagnosis

Dose: 2 tab(s) *Route of Administr... *Frequency: qDay Duration: 10 day(s) *Dispense: 20 tab(s) Refill: 0

Indication: PRN:

Special Instructions:

Requested Start Date/Time: 09/26/2013 0952 CDT Requested Refill Date: CDT

Samples: Dispense As Written: Yes No

Type Of Therapy: Acute Maintenance Samples Given: Yes No

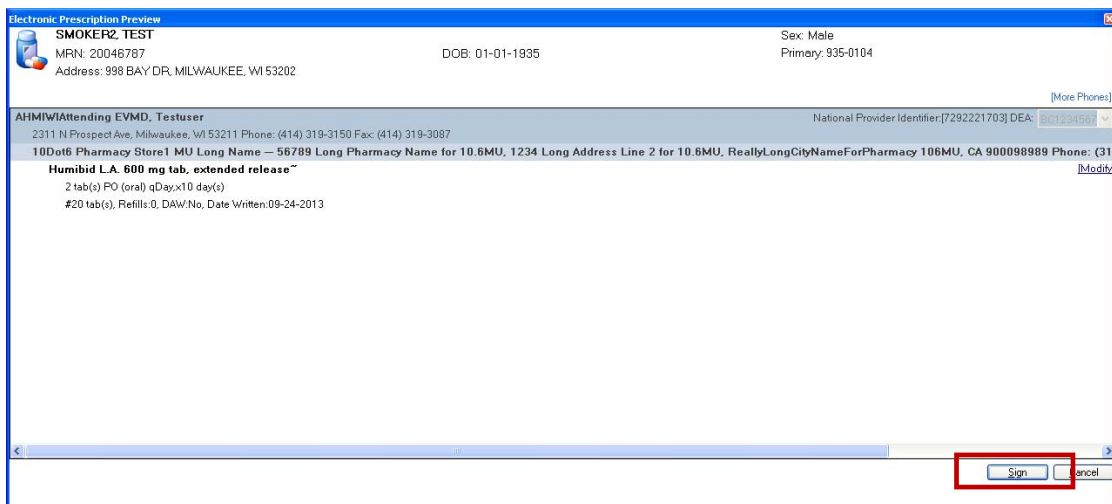
eRx Note to RPh: Stop Date/Time: 10/06/2013 0952 CDT

Print DEA Number: Yes No

Drug Form: eRx Product Type: **Supply**

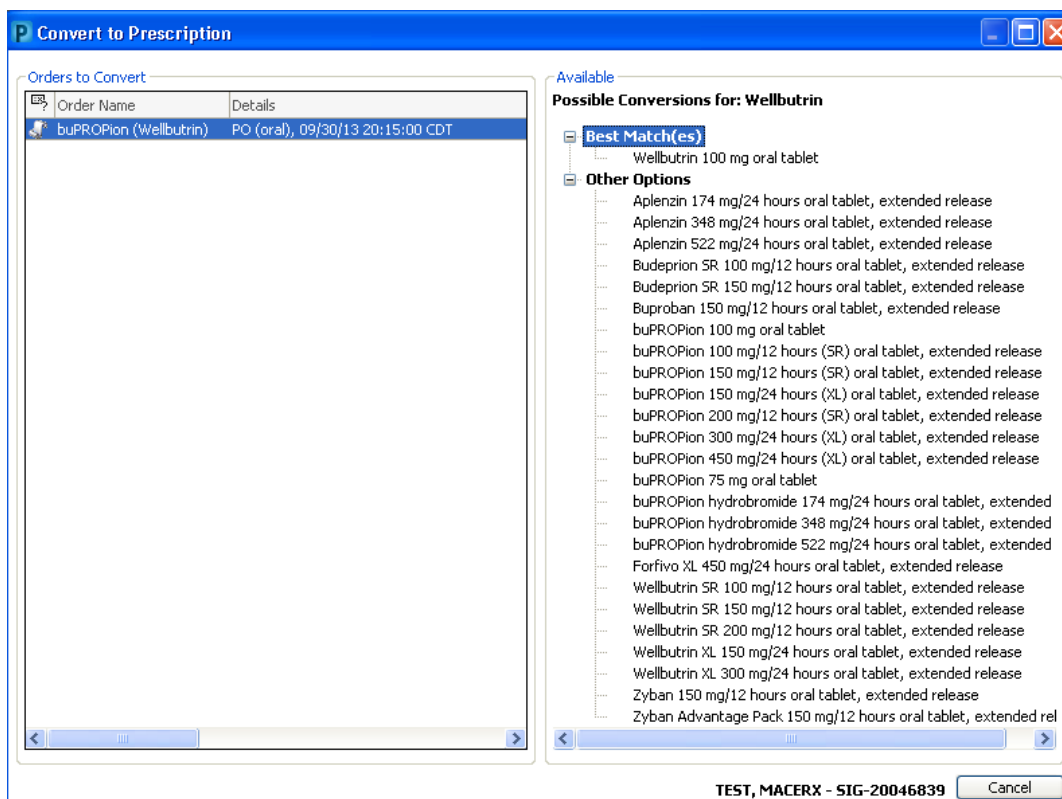
[\[Sign\]](#)

f. The preview screen will display again indicating all items are complete. Click Sign.



4. Medications prescribed that are now obsolete or no longer available by the brand name may require additional steps when processing subsequent refills using the Cancel/Reorder option

- a. The original order may need to be canceled and a new medication order created.
- b. The conversion screen may display requesting the user to identify the medication that would need to replace the original selection.



5. eRx Note to RPh (Note to Pharmacy)

The “eRx Note to Pharmacist” field allows you to communicate information that is not contained elsewhere within the scratch pad.

- The eRx Note to RPh field is not printed on the prescription label. Therefore, do not place any information intended for the patient in the eRx Note to RPh field.
- *It is only used for electronic prescriptions and will not display on a printed Rx.*

Examples of proper entry for the eRx Note to RPh field:

- **May substitute Acular LS, Xibrom, or Voltaren if less expensive.**
- **Please break tablets in half for patient.**

The screenshot shows a prescription form for 'atenolol (Tenormin 25 mg oral tablet)'. The 'eRx Note to RPh' field is highlighted in yellow and contains the text: "Pharmacy, please break tablets in half for patient." Other fields include Dose (0.5 tab(s)), Route of Administration (PO (oral)), Frequency (qDay), Dispense (15 tab(s)), and Refill (0). The 'Type Of Therapy' is set to 'Maintenance'.

6. Pharmacy Search

When searching for a pharmacy, you will have the option to search by pharmacy phone or pharmacy type and filter by specialty, 24-hour, and Long-term Care.

The screenshot shows a search interface with a 'Phone' input field. Below it, 'Pharmacy Type' is set to 'Retail'. Under 'Filter Results By', 'Specialty', '24-hour', and 'Long-term Care' are unchecked. A 'Search' button is present, along with a 'Remember search options' checkbox.

Additional information is displayed within the search results to assist in selecting the proper pharmacy, including Cross Street information