

#### TABLE OF CONTENTS

Table of Contents	1
Confidentiality	2
CCBH Speak: DHP	3
Accessing the Doctor's Homepage	4
Doctor's Homepage Preferences	5
Doctor's Homepage Terminology	8
Filters on the Client Panel of the DHP	10
Selecting a Client's Pharmacy of Choice	12
Entering a Medical Conditions Review	17
"Allergic Reaction" Documentation	28
Entering a New Pre-Existing Medication	29
Entering a New Prescription	32
Generic Medications	38
Major Alerts	40
Pre-Approving Changes to a New Medication (Clinical Support Staff).	41
Prescribers: Final Approving a Pre-Approved Medication	42
Discarding Pre-Approved Changes	44
Batching Prescriptions	47
Entering a Prescription for a Sample Medication	52
Entering a New Medication with Free Text	56
Entering a New Medication Order	60
Entering a New Client Instruction	64
Renewing a Prescription	68
Editing a Medication	71
Discontinuing a Medication	72
Voiding a Medication	75
Deleting a Medication	78
Copying a Medication	79
Query All Medications	82
Printing Client Medications	83
Guest Access	84
Instructions for System Outage	88
Expectations After Training	89
Optum Support Desk Contact Information	90
Appendix: List of Modifiers in the Sig Builder	91

This handout contains screen shots of confidential and proprietary information for view only. It shall not be copied or shared for anything other than its intended purpose as a training device for the County of San Diego, Mental Health Management Information System.

### **CONFIDENTIALITY**

# HIPAA regulations mandate that <u>all</u> client information be treated confidentially.

Access to CCBH is based on your position and your job classification. You will have the access you need to complete your job duties. This can include access to clients in your Unit/SubUnit or may include full client look up. Remember – with more access comes greater responsibility regarding confidentiality!

You are <u>not</u> to share passwords with other staff. The Summary of Policy you signed before receiving your access to CCBH included your agreement to this directive. You are still responsible if someone with whom you have shared your password violates confidentiality!

# The MIS unit investigates any suspicions regarding sharing of passwords. Consequences are up to, and may include termination.

Do not open any active client charts unless instructed to do so, or if it is required to complete your job duties. "Surfing" clients is a blatant breach of confidentiality.

Remember you are personally and legally responsible for maintaining confidentiality. Take it seriously.

Do not leave your computer unlocked with client data on the screen for others to access or view while you are away from your desk. Lock your CCBH session before leaving your computer.

When printing, make sure you are printing to a confidential printer, and pick up your paperwork quickly. Leaving printed Protected Health Information (PHI) out is also a confidentiality violation.





### CCBH SPEAK: DHP

Prescriber	Staff who can make prescribing decisions and who do not require a co-signature for medication and prescription entry. Prescribers will have their own Doctor's Homepage.
Non-Prescriber	Staff who can make prescribing decisions, but who require a co-signature by a Prescriber for prescription entry. Non-Prescribers have their own Doctor's Homepage.
Clinical Support Staff	Staff who can enter information in support of or on behalf of Prescribers and Non- Prescribers. In San Diego County, Clinical Support Staff are those in the nursing profession. They do not have their own Doctor's Homepage but access the Homepage of the Prescribers/Non-Prescribers to whom they are linked.
Staging	Clinical Support Staff entering information in support of or on behalf of Prescribers and Non-Prescribers. A Prescriber must Final Approve staged entries.
Prescription	An order that is intended to be delivered to, filled, and dispensed by a Pharmacy to the client. Prescribed medications are generally considered to be self-administered. Commonly includes non-over the counter (OTC) medications only.
Sig Builder	The preferred method for recording prescriptions. Gives instructions on how, how much, when, and how long a drug is to be taken. Common abbreviations (i.e. TID) can be used. Full sigs are printed on the prescription and/or transmitted to the pharmacy.
Medication Order	Medication Orders are not intended to be filled/dispensed by a pharmacy directly to a client. Rather, they are considered to be an instruction to internal staff to administer a medication. May include both non-OTC and OTC medications.
<b>Client Instruction</b>	Client Instructions should include only OTC medications.
Pre-existing Medications	May include both non-OTC and OTC medications, and does not result in a printed/routed document.
ePrescribing	Secure electronic exchange and validation of prescriptions between providers and pharmacies through the national electronic prescription networking vendor, <b>Surescripts.</b>
Multum	A medical database that provides continually updated medical information for physicians to identify potentially harmful drug reactions before prescribing medications. It also offers information specific to each drug, such as patient education materials, side effects, pharmacology, and therapeutic categories. Additionally, Multum provides a tool that considers clinically relevant factors such as age, height, weight and liver and kidney function to provide patient specific information.

#### DHP

п

### **ACCESSING THE DOCTOR'S HOMEPAGE**

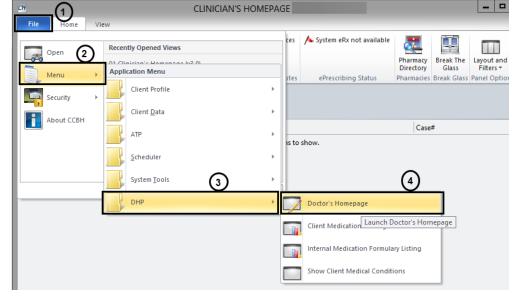
#### **Prescribers and Non-Prescribers:**

Users who are Prescribers or Non-Prescribers have their own DHP. It has been set to automatically launch when you log on to CCBH. Here you will find your caseload, clients' historical medical record information, and the functions which allow you to prescribe medications (among other features).

#### **Clinical Support Staff:**

Users who are Clinical Support Staff do not have a DHP; rather, they will continue to maintain their Clinician's Homepage (CHP) and will have to access the DHP for those whom they support.

- 1. Click on "File" in the top left of the screen.
- 2. Select "Menu."
- 3. Select "DHP."
- 4. Select "Doctor's Homepage.'"



5. The Doctor's Homepage will now launch. In the upper left-hand corner of the screen, you will see a field labeled "Staff Entity." Enter the CCBH ID number of the Prescriber for whom you are providing support in the "Search by Staff ID" field and select the "Enter" key on your keyboard.

D5 File	Home Vie	w	-	DO	CTOR'S HON	MEPAGE	-	-	-	
	Staff Clear	<b>S</b>		♣ Client Clear	🔡 Services	✓ System eRx available ✓ Staff eRx not available			Pressle The	
Staff Search	Search by Staff ID	Refresh Staff Panel	Client Search	Case# or Sort Name			Query Medications	Pharmacy Directory	Break The Glass	Layout and Filters *
	Staff Entity			Client Entity	Group Notes	ePrescribing Status	Query	Pharmacies	Break Glass	Panel Options

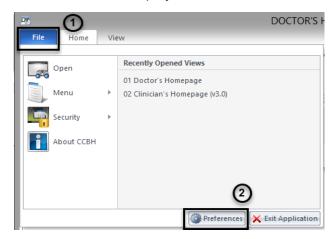
6. The Prescriber's DHP will now be displayed. From here, you can select the client for whom you will be entering medical management information.

### **DOCTOR'S HOMEPAGE PREFERENCES**

### How to setup and save preferences

#### **Accessing Preferences:**

- 1. Click "File."
- 2. Click the "Preferences" icon.
- 3. The "Staff Preferences" window will display.



#### Setting up Preferences:

• Preferences have been pre-set based on the MIS Unit's recommendations, except for "New Assessments," which vary by user.

#### **Preferences for the Medications Pane:**

- 1. Select the plus sign next to "Client Panes."
- Select the "Medications" option.

	Staff Preferences
File Staff Preferences	
Save Save and Close Panel Save Close	
Preferences	Currently Viewing Information for Medications
- Auto Restore	Sig Builder Defaults
Client Attachments Diagnoses Face Sheet	Dose Unit for Oral Liquid   - Undefined>  Action for Injections - <undefined></undefined>
GAF	Printing Defaults
Lab Orders Lab Results	Prescription Printer
- Medications	Medication Order Printer
Progress Notes Scheduled Services	Client Instruction Printer
Services	

- 3. The "Currently Viewing Information for Medications" window will display. There are two areas in which information may be entered.
  - a. "Sig Builder Defaults" leave the fields for "Dose Unit for Oral Liquid" and "Action for Injections" as "Undefined."
  - b. "Printer Defaults" you may specify separate printers for Prescriptions, Medication Orders, and Client Instructions. This can be a convenient way to print information based on your workflow. For example, if clients are to pick up client instructions on

DHP

their way out of your clinic, the "Client Instruction" printer may be set as the printer at your front desk. You may wish the "Prescription" printer to be set up in the Prescriber's office. The printers are selected by the drop down arrows at the end of each field, displaying a list of your network printers.

Currently Viewing Information for Medications					
Sig Builder Defaults					
Dose Unit for Oral Liquid Action for Injections					
Printing Defaults					
Prescription Printer	•				
Medication Order Printer	<b>•</b>				
Client Instruction Printer	<b>▼</b>				

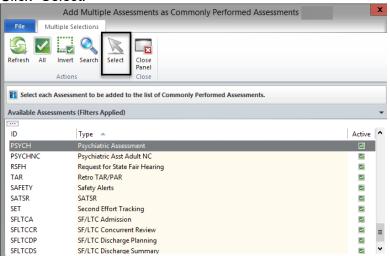
## Preferences for adding New Assessments:

- Select the plus sign next to "New Assessments."
- 2. Select "Commonly Performed Assessments."
- 3. Click on the "Add" button.

File Staff Preferences			Staff Preferences
Save Save and Close		Close Panel Close	
Preferences	Currently	Viewing Info	rmation for Commonly Performed Assessments
	Common	y Performed	Assessments
- New Assessments - Commonly Performed Assessments - New Progress Notes - New Client Plans - Pharmacies - Staff Panes	[*ID]		Description

4. Select the assessment(s) *you* commonly preform. To select multiple assessments, hold down the "Control" key as you click with the mouse.

#### 5. Click "Select."

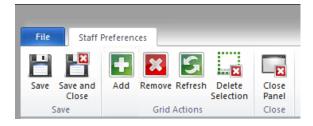




6. You will see your selections. In this example, "Psychiatric Assessment" was selected.

			Staff Preferences	X
File Staff F	Preferences			
Save Save and Close Save	Add Remove Refrest	Delete Selection	Close Panel Close	
Preferences		Currently	Viewing Information for Commonly Performed Assessments	
Auto Restore		Common	y Performed Assessments	
New Assessment Commonly Per New Progress No New Client Plans Pharmacies Staff Panes	rformed Assessments otes	[*ID] PSYCH	Description Psychiatric Assessment	^

#### Saving Preferences:



#### There will be 3 options:

#### Save:

Clicking the "Save" icon will save settings only.

#### Save and Close:

Clicking the "Save and Close" icon will save your selections and take you back to the Doctor's Homepage.

#### Close Panel:

**WARNING:** Clicking on the "Close Panel" icon will close the panel without saving. All of your preferences will need to be reset.

### DOCTOR'S HOMEPAGE TERMINOLOGY Identifying Terms Used on the Doctor's Homepage

#### **Doctor's Homepage:**

The Doctor's Homepage is a real-time tool that provides up-to-the-minute client status at a glance. It allows physicians and other medical personnel to manage medical and prescription information all in one place.

#### Tabs:

The "Tabs" listed below are displayed at the top of the Doctor's Homepage.

• There are four tabs: "File", "Home," "Client," and "View."

Pr				
File	Home	Client	View	

When the DHP launches, only the "File", "Home" and "View" tabs are displayed. The "Client" tab only becomes available when a client's name is selected and the "Client Panel" is open.

#### **Buttons:**

• The "Buttons" are individual selections that can be clicked on to perform various functions. The screen shot below demonstrates two different buttons:



#### Ribbon:

• The "Ribbon" is the area of the Homepage comprised of various buttons. Most buttons on the DHP will be familiar to you from your use of the Clinician's Homepage (CHP). New buttons associated with the DHP (which appear when a client has been selected in the Client Panel) are seen below:



DHP



1. **New Prescription**. This button is split into a top half and bottom half. When the top half is selected, the window to enter a new prescription is immediately launched. When the bottom half is selected, another window launches that gives different options for medication management.

E	3			New Medical Con
Ne Prescrij			Query Client Medications	
8	New	Prescriptio	n	
<b>R</b> +	New	Medicatior	n Order	
9	New	Client Instr	ruction	Case#
	New	Pre-existin	g Medication	

In addition to launching the new prescription window, you can enter a New Medication Order, a New Client Instruction, or enter a client's Pre-existing Medications. Each of these options will be described in detail in the following sections.

- 2. **Pharmacy of Choice.** This is a button to select to enter the client's preferred pharmacy. There are other options for entering this information which will be discussed in later sections.
- 3. **Query Client Medications**. This button runs a general query of the Multum database for information about a specific medication. You can select this if you want to find out general information about the side effects of a medication, or to print educational leaflets on medications for clients.
- 4. **New Medical Conditions Review.** This is the button you select to enter the client's height, weight, vital signs, medical conditions, and allergies.
- 5. **New Lab Order Form.** This is a placeholder for a future promotion and is not currently in use.



## FILTERS ON THE CLIENT PANEL OF THE DHP

Each pane on the Client Panel has the ability to be filtered. All of the filters work essentially the same way. This example will demonstrate filters on the Medications pane.

#### **Medications Pane**

Once medications have been entered, they will appear on the Medications pane of the Client Panel. You can change the filters to display different types of information. The filter options available for display are:

- 1. Viewing all medications entered for client.
- 2. Viewing only current medications.
- 3. Viewing only voided medications.
- 4. Include Pre-Approved Medications.

The system will default to showing all medications; therefore, this function does not have to be changed. However, it is available and may be helpful as the client list of medications increases over time.

Note: Once you log off from a session, the next time you log on, the filter will return to the default.

How to filter the Medications pane for desired viewing:

1. With the Client Panel open, select the "Medications" pane at the bottom of the screen.

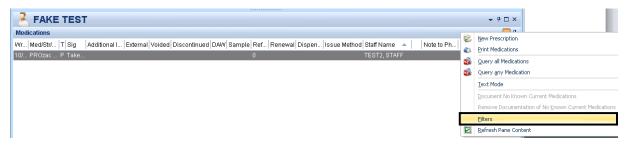
	Face Sheet	Pre-Intake	Medications	Medical Conditions	Assessments	Primary As	signm	Primary Diagnosis	Primary Substan	Current Client Plan	Progress Notes	Primary Insuranc
Lo	ogged on as O	NE, MD		En	vironment: Test :	3				Ready		NUM:

2. On the right top portion of the Client Panel, select the down arrow.

Medications					$\sim$
					(-)
Wr Med/Str/ T Sig Additional I External Vo	oided Discontinued DAW Sample F	Ref Renewal Dispen I	Issue Method Staff Name 🛛 🔺	Note to Ph	Med Cons   Earlie
10/ PROzac P Take	(		TEST2, STAFF	•	

3. A drop down menu will launch. Select the "Filters" option.

W Note: This menu will also appear when right clicking in the white space within the Client Panel.



DHP



4. The general "Filters" window is launched.

		Medications Pane Filters			
File Filters					
S 💾	×				
Refresh Save and Close	Close Panel				
Actions	Close				
Changes to the	Changes to the following filters will update the display of the Medications Pane.				
General Filters					
A - Include All Medications					
🗌 Include Pre-Ap	proved Me	lications			

5. Select the drop down to view the menu options.

General Filters	~
A - Include All Medications	( - )
A - Include All Medications C - Include Current Medications only V - Include Voided Medications only	Ŭ

6. From the menu, select the desired view options and finish by selecting "Save and Close."

	Medications Pane Filters
c	File Filters
I	Refresh Save and Close Close Panel
5	Actions Close
	The changes to the following filters will update the display of the Medications Pane.
	General Filters
	C - Include Current Medications only
	Include Pre-Approved Medications

7. You will be returned to the full view of the DHP with the list of medications displayed in the Medications pane as indicated by the selected filters.

Note: You can access the filters for the Medical Conditions and other panes in the Client Panel in exactly the same fashion.

### **SELECTING A CLIENT'S PHARMACY OF CHOICE**

In order to send prescriptions electronically, the client's "Pharmacy of Choice" needs to be selected. The Pharmacy of Choice can **NOT** be deleted, only inactivated. However, you can choose multiple pharmacies of choice and designate one as the preferred pharmacy. The preferred pharmacy can be updated as necessary.

Follow these steps to enter the client's Pharmacy of Choice:

1. Select the appropriate client, and from the "Client Tab," select "Pharmacy of Choice."



2. The "Pharmacy of Choice Maintenance" window will launch. Select "Add Pharmacy."

		Pha	rmacy c	of Choice Mai	intenanc	e for					x
File	Main										
G											
Refresh		Save and	Close								
Refresh	Pharmacy Acti		Panel Close								
Pharma	cy List (Filt	ers Applie	d)								Ļ
P., R., N	CPD Sto	re Addr	ess1	Address2	City	St ZIP	ZIP S	Cross Phone	Fax	Email	Servic
				Т	here are no	items to show	w.				
Pharma	acy List Filt	ers Phar	macy List	(Filters Applied)							

3. The "Pharmacy Directory" window will launch.

		Pharmacy Directory	
File	Lookup Par	el	
	X		
	Close Panel		
Actions	Close		
	cy Name   Address /St/ZIP		Search
	Type All	Service Level All	✓ Clear
Pharmacy	List	nclude pharmacies within 1 - mille(s) of entered Address, City/St/ZIP	Service Level
	, address	There are no items to show.	Service Level
		there are no items to show.	

DHP

4. Search for the pharmacy by entering at least the first 3 letters of the store name and the zip code, adjust the search radius as necessary. More information can be entered in the available fields; however, this is not necessary to complete the search. By selecting the green arrow, it will populate the client's home address from the face sheet.

Pharmacy Search	]		
Pharmacy Name	CVS		
City/St/ZIP	92110	Searc	<sup>,</sup> h
Туре	All Service Level All	- Clear	
	Also include pharmacies with n 10 - mle(s) of entered Address, City/St/ZIP		
Pharmacy List —			
N Pharmacy Ad	dress L   Address L   City    5   Z.   2   Cross Str   Phone    Fax    Email    Type	Service Level	м.
	There are no items to show.		

5. Select "Search" to query the system for available pharmacies in the specified location.

Pharmacy Name	CVS						
📫 Address	:						
City/St/ZIP						- 92110	Search
Туре	All		-	Service	Level All		<ul> <li>Clear</li> </ul>
harmacy List —	Also include pharmaci	es within 10	<ul> <li>mile(s) of enter</li> </ul>	ed Address, City/St	N/ZIP		
-	Also include pharmaci				t/ZIP Email	Туре	Service Level M.
Pharmacy Ad	ldress L Address L		5 Z. Z Cross Str		Email	Type Retail	Service Level M Controlled Subs 1.
Pharmacy Add . CVS/phar 332	dress L Address L 27 ROS	City SAN DIEGO	5 Z. Z Cross Str	Phone Fax	Email .	Retail	
Pharmacy Add . CVS/phar 332 . CVS/phar 313	Idress L Address L 27 ROS 3 E. W	City SAN DIEGO C San Diego C	s <b>  Z.   Z   Cross Str</b> C 9.	Phone Fax 61922 61922 61929 61929	Email	Retail	Controlled Subs 1.
Pharmacy List           N         Pharmacy         Add           5. CVS/phar         332           5. CVS/phar         313           5. CVS/phar         333           5. CVS/phar         333           5. CVS/phar         333           5. CVS/phar         333	dress L Address L 27 ROS 3 E. W 32 San	City SAN DIEGO C San Diego C	z   z   Cross Str 9. 29. 29. corner of	Phone Fax 61922 61922 61929 61929	Email	Retail Retail,TwentyF Retail	Controlled Subs 1. Controlled Subs 2.

6. A list of pharmacies will appear on the bottom of the screen.

7. Highlight the correct pharmacy name from the list and choose "Select."

			Pharm	acy Directo	ory				
File Looku	up Panel				_				
Select Close Panel									
ctions Close									
🚹 Click on the se	earch button	to perform a search fo	or pharmacies bas	ed on the crite	eria in the top secti	on.			
harmacy Search	h								
Pharmacy Name	CVS								
Address									
,							- 0211	•	<u> </u>
City/St/ZIP							▼ 9211	0	Search
,				Ser	rvice Level All		▼ 9211	0	Search Clear
City/St/ZIP	All	pharmacies within 10	mile(s) of enter	· Ser			▼ 9211		
City/St/ZIP Type	All	pharmacies within 10	➡ mile(s) of enter				▼ 9211		
City/St/ZIP Type <b>'harmacy List</b> —	All Also include			ered Address, Ci	ity/St/ZIP		▼ 92111		
City/St/ZIP Type	All Also include		mile(s) of enter     [s] Z   Z   Cross Str.	ered Address, Ci	ity/St/ZIP		▼ 92111		Clear
City/St/ZIP Type harmacy List — N Pharmac   Ad	All Also include j		SZZ Cross Str	ered Address, Ci	ity/St/ZIP x Email			· · · · · · · · · · · · · · · · · · ·	Clear
City/St/ZIP Type harmacy List Pharmac   Ad 5. CVS#0916 33;	Also include   ddress Li A	ddress City	S Z Z Cross Str. C 9.	red Address, Ci	ity/St/ZIP x Email 922			Service Leve	Clear el M x 1
City/St/ZIP Type harmacy List Pharmac Ad 5. CVS#0916 33 5. CVS#0914 31	All Also include J ddress Li A 27 Rosec 3 E. Was	ddress City San Diego	5 Z Z Z Cross Str. C 9. C 9.	nred Address, Ci Phone Fax	ity/St/ZIP x Email 922 929			Service Leve Refill,New R	Clear el M x 1 x 2
City/St/ZIP Type harmacy List N Pharmac Ad 5. CVS#0916 33 5. CVS#0916 31 5. CVS#0910 16	All Also include   Idress Li A 27 Rosec 3 E. Was 52 Garne	ddress City San Diego San Diego	S Z Z Cross Str. C 9. C 9. . C 9.	Phone Fax 61922 619	ity/St/ZIP x Email 922 929 827			Service Leve Refill,New R Refill,New R	Clear el M x 1 x 2 x 3
City/St/ZIP	Also include p ddress Li A 27 Rosec 3 E. Was 52 Garne 32 Sandr	ddress City San Diego San Diego Pacific Be	S  Z  Z  Cross Str. C 9. C 9. . C 9. C 9. C 9.	<ul> <li>red Address, Ci</li> <li>Phone Fax</li> <li>61922 619</li> <li>85848 858</li> </ul>	ity/St/ZIP x Email 922 929 827 827	]		Service Leve Refill,New R Refill,New R Refill,New R	Clear           el         M           x         1           x         2           x         3           x         4



- 8. Repeat as necessary if the client frequents more than one pharmacy, or if the client has changed pharmacies.
- 9. If multiple pharmacies are entered, the preferred pharmacy will have a green check in the first column. To change the preferred pharmacy, select the new pharmacy you would like and click in the green outlined box.

		Pha	armacy (	of Choice Ma	intenance	e for						×
File	Main						_	_	_	_		
5	<b>*</b>	×										
Refresh	Add Pharmacy	Save and Close	Close Panel									
Refresh	Acti	ions	Close									
Pharma												
 P., R., N	CPD Sto	re Addr	ess1	Address2	City	St ZIP	ZIP S	Cross			Email	д Servic
P., R., N	CPD Sto 18965 CVS	re Addr S#0 313 E.	ess1 . Washing		City San Di	1 1	ZIP S	Cross		Fax 61929		Servic Refill,
P., R., N	CPD Sto 18965 CVS	re Addr	ess1 . Washing		San Di	1 1	ZIP S	Cross	61929			Servic
P., R., N	CPD Sto 18965 CVS	re Addr S#0 313 E.	ess1 . Washing		San Di	CA 92103	ZIP S	Cross	61929	61929		Servic Refill,

- 10. To remove a pharmacy from being an active choice, click on the red X.
- 11. To view inactive pharmacies, change the filters through the "Pharmacy List Filters" pane.

_	Pha	irmacy of	Choice Maintenance for	x
File	Main			
5	<u>.</u>			
Refresh	Add Save and Pharmacy Close	Close Panel		
Refresh	Actions	Close		
Pharma	cy List Filters			ņ
	Status Y - Active		▼	]
	A - All N - Inactive	1		
	Y - Active			1
L				_
Pharma	acy List Filters Phar	macy List (F	ilters Applied)	

12. To make an inactive pharmacy active again, click on the green +.

	Pha	armacy o	of Choice Mai	intenance	for				x
File	Main								
5									
Refresh	Add Save and Pharmacy Close	Close Panel							
Refresh	Actions	Close							
Pharma									<b></b>
P., R., N	ICPD Store Addr	ess1	Address2	City	St ZIP	ZIP S Cr	ross Phone	Fax Ema	il Servic
	ICPD Store Addr 518965 CVS#0 313 E				St ZIP CA 92103	ZIP S Cr		Fax Ema 61929	il Servic Refill,
<b>Z</b> 🗙 56		. Washing		San Di		ZIP S Cr	61929	1 1	
✓ × 56	518965 CVS#0 313 E. 520198 CVS#0 3327	. Washing		San Di	CA 92103	ZIP S Cr	61929	61929	Refill,



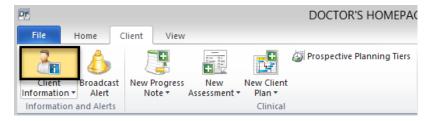
13. Once you have added and selected the correct preferred pharmacy, select, "Save and Close."



14. When prescribing a medication, you will be able to access the "Pharmacy of Choice Maintenance" screen to update the preferred pharmacy **during** the prescribing process.

Sig Builder	- o crioro				or y	
Fiee Text	Action	Tra	nsmit	e	Frequency	
Modifiers		×	Druglix 333 SR 566 Ste 200, Minneapolis, MN 55401			
Sig Information			Pharmacy Search	-		
Sig			Pharmacy of Choice Maintenance			
Days Supply		Prin	ıt			
Start Date	04/02/201		Print (No Default Printer)	1	Refilz 📃 Estina	ated Diates
Note to Pharmacy		Do	Not Send			1
Written Date	Externa 04/02/201		Hand Written Called In			
Issue Method			Samples Given I <mark>QUIX</mark> 200, Minneapolis, NN 55401			Save Cancel
Medication List	Medication (	Detaik	s: New Prescription			
Logged on as ASS	dciate, cer	NER	Environment: Test	Admin - Doctor's H	omepage Template Loaded	No Changes

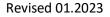
15. To view the pharmacy information, select the **TOP** half of the "Client Information" button.





16. The client's information is launched with the Pharmacy of Choice information listed. Select "Close Panel" to return to the DHP default view.

Pb Client Overvie	w for
File Client Information	
Refresh Close Panel Actions Close	
Description	Client Information
Name	TEST AUGUST
DOB	08/01/1976
Home Phone	
Work Phone	
Episode of Care	08/01/2022
Primary Assignment	9900 / 9901 - TRAINING UNIT / TRAINING SUBUNIT
Open/Closed	08/01/2022
⊳ SAI	800001 / STAFF CLINICAL
Pharmacy of Choice	RITE AID-4840 NIAGARA AVE.
Address	4840 NIAGARA AVENUE
	SAN DIEGO, CA 921073115
Phone	619-222-7503
Fax	619-222-4926
Email	
	NOTES



### **ENTERING A MEDICAL CONDITIONS REVIEW**

Note: Medical Conditions information must be entered in order for the safety features of the DHP to function. If Medical Conditions information is not added for a client, it is not checked against the Multum database for potential medication/medical conditions interactions.

1. Select the appropriate client, and from the "Client" tab, click on the new "New Medical Conditions Review" button.



2. The "Medical Conditions Review" window displays. It has 5 separate containers for data entry.

Client Information: 18 year(s) and 7 month(s) old Male	Medical Conditions	<b>→</b> ₽ □
General Information	Name 🔺	
Height II BMI 0.0	There are no items to show.	
Weight 02	-	
Waist Circumference in		
🗌 Pregnant 📃 Lactating/Nursing 🔲 Fathering a child		
Source R - Medical Conditions Review		
Vital Signs		
	No Known Medical Conditions	
mmHq diastolic		<b>▼</b> ₽ □
Temperature 0.0 F	Allergies	▼ ↔ ⊔
Heart Rate /min	Name Type Reaction	
Respiratory Rate //min	There are no items to show.	
	(5)	
	$\smile$	
Liver/Renal Conditions		
2 Liver Disease		
Benal Function mL/min		
	📄 No Known Medication Allergies 👘 No Known Substance Allergies	

1. **General-** The container marked "General" is for recording the client's height and weight. BMI will auto calculate based on the information entered for height and weight. For children, BMI Percentile may be calculated by using an external website. It also may be left blank.

The "Pregnant," "Lactating/Nursing," or "Fathering a child" check boxes at the bottom become enabled based on the gender of the client as indicated in the Demographic form

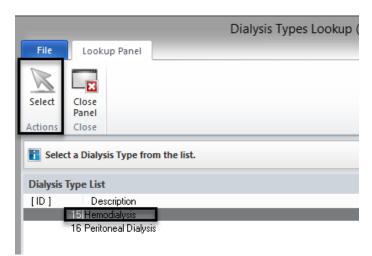
General Information	
Height	<u>ft</u> BMI         0.0           in <u>BMI Percentile</u>
Weight	<u>lbs</u> <u>oz</u>
Waist Circumference	in
Pregnant	Lactating/Nursing Fathering a child
Source	R - Medical Conditions Review 🔹

indicated in the Demographic form. Make the appropriate selection or leave blank.



3. Liver/Renal Conditions- If the client has Liver Disease, indicate it by clicking in the "Liver Disease" checkbox with your mouse. If there are Renal Conditions, enter the appropriate value in the "Renal Function" field. To enter Dialysis Type, use your mouse to click on the words "Dialysis Type."

- a. The "Dialysis Types Lookup" window will launch.
- b. Click on the type of dialysis the client receives.
- c. Click "Select" at the top.
- d. The window will close and your selection will be populated in the Medical Conditions Review.



W Note: An alternate method is to enter the data entry code in the "Dialysis Type" field, then press your "Enter" key. The data entry code for Hemodialysis is **15** and the data entry code for Peritoneal Dialysis is **16**.

4. Medical Conditions

Medical Conditions				
Name 🔺	Add Medical Condition(s)			
There are no items to show.	Remove Multiple Medical Conditions			
mere are no icens to show.	Delete All Medical Conditions			
No Known Medical Conditions				

Indicate if there are no known medical conditions for the client by using your mouse to click on the check box in the lower left-hand corner of this container.

To select medical conditions for the client, use your mouse to click on the down arrow as indicated above. Select the "Add Medical Condition(s)" option.

A new window will launch. To search the list of medical conditions, select the "Search" button. The "Search Description" window appears. Enter as many letters of the condition as you would like. In this example, we typed "Hyper" to search for "Hypertension." When finished typing, select the "Ok" button **or** press your "Enter" key.

		Add Multiple Medical Conditions (TEST3)	x
File	Multiple Selections		
Refresh	All Invert Search Select	Close Panel Close	
	t each Medical Condition to be a Medical Conditions	ndded to the list of Medical Conditions.	-
ID 901	Description	Search: Description	<b>^</b>
170	ription: Hyper	Ok	
38 40 7839		terine Bleeding hen Overdose a	

The list of medical conditions is launched. Select the condition you were looking for by double clicking on it with your mouse (or single click on it and then choose "Select").

				Add	lultiple Medical Con	ditions (TEST	ГЗ)		x
File	Multiple Sele	ections							
<b>S</b>		Q	1	×					
Refresh A	All Invert	Search	Select	Close Panel					_
	Actions			Close					- 1
🚺 Select e	each Medical (	Conditio	n to be a	lded to the	st of Medical Conditions.				
Available N	Medical Condi	tions							-
ID		Des	cription						^
18147		Нур	ersecreto	ry Conditio	s				
316			pertension						
8349				_	Heart Failure				
8584		Нур	ertensive	Encephalo	athy				

DHP

	Medical Conditions	<b>→</b> ₽ □	
The medical condition that you selected now populates in the Medical Conditions container.	Name Appertension		
*	No Known Medical Conditions		

Note: To select multiple medical conditions at one time, hold down your "Ctrl" key on the keyboard while using your mouse to point and click on the medical conditions in the list that you want to select.

**Deleting a Medical Condition:** Deleting a medical condition is easy. Select the condition you wish to delete by clicking on it with your mouse. Then, right click your mouse. The option "delete" is launched. Click on the word "Delete" and the medical condition will be removed.

Medical Conditions	
Name 🔺	
Hypertension X Delete	

#### 5. Allergies: Adding a Medication Allergy

The process for adding allergies is very similar to that of adding the medical conditions for a client.

Indicate if there are no known allergies for the client by using your mouse to click on the check box in the lower left-hand corner of this container.

			*************		-		
	Allergies			(	-0		
To select a medication	Name 🔺	т	уре	Reaction	Text	: Mode	
allergy for the client, use		The	re are no items to show.		Add	a Medication Aller	rgy
•••					Dele	te all Medication /	Allergies
your mouse to click on					Add	a Substance Aller	gy
the down arrow as					Dele	te all Substance A	Alleraies
indicated. Select the				l			
"Add a Medication							
Allergy" option.							
	📃 No Known Medica	tion Allergies	🔲 No Known Substanc	e Allergies			



A new window will launch. Enter as much of the medication allergy as you want. In this example, "Ampi" was typed to search for "Ampicillin." When finished typing, select the "Search" button **or** press "Enter."

👔 Select Medication to be added for which the Client has an allergic reaction	<b>.</b>	
Medication Search     Begins with      Includes     Medication Ampi		Search Clear
Medication Search Results		
Medication 🔺	Туре	T O
There a	e no items to show.	

The medications that most closely match your search criteria will be displayed. Since the first medication is "Ampicillin" (the one we wanted), select it by either double clicking on it with your mouse **or** selecting the "Next" button, as indicated.

		Add a Client Medication or Substan	ce Allergy (TEST3)
File Medio	cation Allergy		
$\bigcirc$	×		
Previous Next	Close Panel		
Actions	Close		
		for which the Client has an allergic reaction.	
Medication Searc	th		
Begins with	<ul> <li>Includes</li> </ul>	Medication Ampi	
Begins with	Includes	Medication Ampi	
Begins with  Medication Searce	0	Medication Ampi	
	0	Medication Ampi	Туре
Medication Searc	0	Medication Ampi	Type Generic Name

Another window launches for you to describe the type of allergic reaction the client experiences when taking this medication. In this example, we wrote "Skin rashes/hives." Select the "Next" button as indicated.

File       Medication Allergy Reaction         Image: Previous       Image: Previous         Image: Previous       Image: Previous       Image: Previous         Image: Previous       Image: Previous       Image: Previous       Image: Previous         Image: Previous       Image: Previous       Image: Previous       Image: Previous       Image: Previous         Image: Previous
Faller
Actions Close
External Source Information
External External Source
Allergy Reaction Information
Skin rashes/hives.

Note: If you need to make a correction, click on the hyperlink (or blue underlined words "Medication Description" or "Medication Allergy Reaction"). This will take you back a screen so Once "Next" has been selected, you are taken back to the completed Medical Condition window. The allergy that was selected now populates in the Allergies container.

4 🗆

Reaction

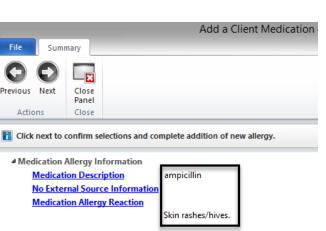
	1.064		
ampicillin	Medication Allergy	Reaction	
No Known Medication Allergies	🔲 No Known Substa	ance Allergies	
		-	
No Known Medication Allergies	No Known Substa	ance Allergies	

#### 6. Allergies: Adding a Substance Allergy

Non-medication allergies are referred to in the DHP as "Substance Allergies." The process for entering this information is nearly identical to adding a medication allergy.

Type

Indicate if there are no known substance allergies for the client by using your mouse to click on the check box in the bottom-center of this container.



When "Next" is selected, a confirmation window is launched.

This provides the opportunity to double check the accuracy of your selection. If the Medication and Allergy Reaction are correct, select the "Next" button as indicated.

you can correct any error before continuing.

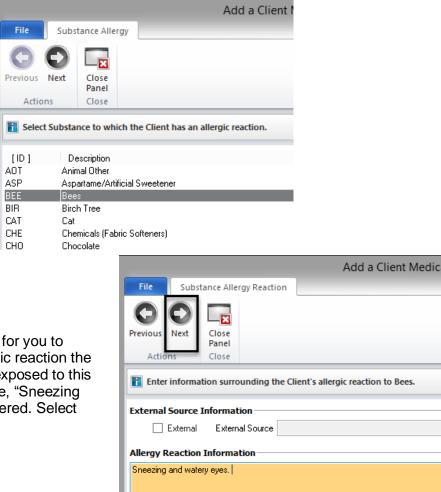
Allergies Name 🔺



To select a substance allergy for the client, use your mouse to click on the down arrow as indicated below. Select the "Add a Substance Allergy" option.

Allergies			Text Mode
Name 🔺	Туре	Reaction	
ampicillin	Medication Allergy	Reaction	Add a Medication Allergy
			Delete all Medication Allergies
			Add a Substance Allergy
			Delete all Substance Allergies
🔲 No Known Medicati	ion Allergies 👘 📃 No Known Subst	ance Allergies	

A new window will launch. Select the substance that the client reports an allergic reaction to and select "Next."



A new window will launch for you to describe the type of allergic reaction the client experiences when exposed to this substance. In this example, "Sneezing and watery eyes" was entered. Select "Next."



When "Next" is selected, a confirmation window is launched.

Add a Client Me File Summary Previous Next Close Panel Action Close Click next to confirm selections and complete addition of new allergy Substance Allergy Information Substance Allergy Description Bees No External Source Informatio Substance Allergy Reaction Sneezing and watery eyes.

This provides the opportunity to double check the accuracy of your selection. If the Substance and Allergy Reaction are correct, select the "Next" button as indicated.

Note: If you need to make a correction, click on the hyperlink (or blue underlined words "Substance Allergy Description" or "Substance Allergy Reaction"). This will take you back a screen so you can correct any error before continuing.

Also, Allergies is a required field. You must indicate at least one allergy or select the "No Known Allergies" checkbox in order to final approve the Medical Conditions form.

Once "Next" has been selected, you are taken back to the completed Medical Condition window.

Your next step is to **final approve** the Medical Conditions Review you have just completed. Click your mouse on the "Final Approve" button as indicated.

File	Me	Medical Conditions Review							
G Refresh	Void	Final Approve	Previous	(D) Next	Close Panel Close				

Enter your password and click "Ok."

Passwo	📴 Password - MD ONE						
Password	+****	Ok					

#### Viewing a Final Approved Medical Conditions Review

1. With the Client Panel open, select the "Medical Conditions" pane at the bottom.

Face Sheet Pre-Intake Medications Medical Co	nditions Assessments	Primary Assignm	Primary Diagnosis	Primary Substan	Current Client Plan	Progress Notes	Primary Insuranc
Logged on as ONE, MD	Environment: Test	3 DHP2012	0224 Template Loade	Ł	Ready		NUM ,

2. The client's general information and vital signs display for easy access. Notice on the extreme left there is a red exclamation point. Hover your cursor over this red exclamation point and any medication allergies, substance allergies, or medical conditions entered will be displayed.

	🐣 FA	KE TES	т							
ľ	Medical Co	nditions								
!	Form #	Review Dat	Days	Height	Weight	BMI	Wai	Blood P	Heart R	Res
C	16233	12/05/2014	. 0	5'9"	170 lbs	. 25.1	33	120/80	80	60
[	Medicatior - ampicil	n Allergies: lin								

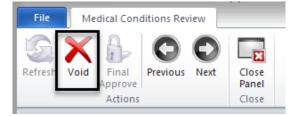
#### Voiding a Final Approved Medical Conditions Review:

If you have entered a Medical Conditions Review in error (for example, you entered information for the wrong client) it is simple to void the information from the client's chart.

1. From the Medical Conditions pane in the Client Panel, double click on the Medical Conditions Review you wish to void.

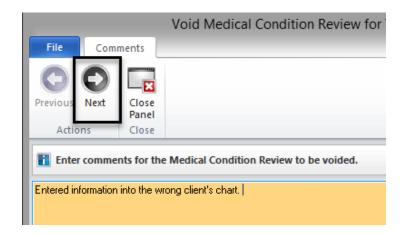
3	TES	T FAKE													<b>→</b> # □ ×
Medica	al Conc	ditions													👻 🕂
: Forn	n#R	eview Date	. Days	Height	Weight	BMI	Wai	Blood Pr	Heart	R Respirat	Temp	Pr La Fa	a   Liv   No MC   I	No M All Void	No S All Entered By
<u>†</u> 1623	35 12	2/12/2014	0	5'9"	170 lbs	25.1	33	120/80	80	60	98				ONE, MD
												-			
				_											
Face S	Sheet	Pre-Intake	Medication	Medical	Conditions	Assessm	ients	Primary Assig	nment	Primary Diagnosis	Primary :	Substance Ab	Current Client Plan	Progress Notes	Primary Insurance Co

2. The Medical Conditions Review you selected will launch. Select the "Void" button on the ribbon.





3. This will launch a window for you to explain the reason for voiding the Medical Conditions Review. Once you have entered your narrative, select the "Next" button as shown.



4. This launches a confirmation window. If the information is correct, select "Next" as indicated.

Void Med	lical Condition Review for		
File Summary  File Summary  Previous Next Actions Close  Close  Panel Close  Close Close Close  Close  Close  Close  Close  Close  Close  Close  Close Close Close Close C		Mote: If you need to make a correction, click on	
Click next to confirm selections and	void the Medical Conditions Review.	the hyperlink (or blue underlined words "Void	
<ul> <li>Summary Information Reviewed By <u>Void Comments</u></li> </ul>	MD ONE December 23, 2022 02:07 PM	Comments").This will take you back a screen so you	
	Entered information into the wrong client's chart.	can correct any error before continuing.	

5. Enter your password and click "Ok."



6. The Medical Conditions Review has been voided. It will no longer be visible on the "Medical Conditions Review" tab of the Client Panel.

Note: If you want to view the voided information, change the filter options on the "Medical Conditions" pane of the Client Panel. See the section "Filters on the Doctor's Homepage" for detailed instructions.

Note: A reminder that if you are billing for a service, you still need to write a progress note.

Note: After you have received training in the DHP, all Medical Condition and Medication information is to be entered in the DHP and not in the Assessment forms. Remind non-medical staff at your programs to check the Medical Conditions Review and Medications tabs on their Clinician's Homepage for updated information.

#### "Allergic Reaction" Documentation

In the case that a client reports a previous medication allergy which is present in the client chart on the Safety Alert/Face Sheet or in Medication Allergies, and a medical staff determine through the evaluation process that the reported allergy does not meet the criteria for an allergic reaction (i.e. drowsiness, fatigue, upset stomach versus anaphylaxis shock, rash, severe vomiting, swelling), the current medical staff will retain the reported allergy in the client chart. The medical staff must update the reported allergy in the Medication Allergy on the Medical Conditions Pane of the Doctor's Homepage to maintain the client report with an update to the comments outlining the reported reaction to the medication. If the medication allergy is also reported on the Safety Alert, then the medical staff will update the Safety Alert outlining the reported reaction allergy. This will assure the most up to date and accurate information is in the client chart for medication allergies.

### <u>NOTES</u>



### **ENTERING A NEW PRE-EXISTING MEDICATION**

All user types (Prescribers, Non-Prescribers, and Clinical Support Staff) are able to enter and Final Approve Pre-existing Medication information.

- 1. Select the appropriate client, and from the "Client" tab, click on the bottom part of the "New Prescription" button.
- 2. Click "New Pre-existing Medication."

25		DOCTOR'S HO	MEPAGE	
File Home C	lient View			
🚠 🍐		Prospective Plannir	ng Tiers [	істії № На Пілії №
Client Broadcast Information - Alert	New Progress New Note  Assessment	New Client Plan *	New Pharmacy Query Clien Prescription • of Choice Medication	t
Information and Alerts		Clinical	New Prescription	
Caseload			New Medication Order	
Туре	Name 🔺		New Client Instruction	[
		There	are no ite	n

3. A new window launches. In the "Medication" field, type in the first few letters (at least three) of the pre-existing medication, and click "Search." This launches the Multum database.

Pr-			Medicatio	ns for							X
File	Medications Ma	intenance									
	<b>e</b> +	<b>P</b> +							<b>F</b>		
New Prescription		New Client Instruction	Add Pre-existing Medication		Pre-Approved Changes		Record Verbally Approved Changes		Query all Client Medications	t Display Client Attachment Informatio	Close n Panel
	Medio	ations			-	_	Act	ions			Close
Medication	Medication Details: New Pre-existing Medication									<b>→</b> ‡	
Medication										Í	Search
Medic	ation GLU										Nickname
Stre	Strength Dose Form Route									Common	
Drug Class								Formulary			
C 8 11	Generic Dispense as Written Discontinued Internal Formulary										

WNote: If the wrong medication is selected, choose the drop down arrow, and select "Clear Changes".

Medication Details: New Prescription	
Medication Search	Clear Changes
Free Text	Cancel Current Action
Maddarall	Kistman

4. Locate the appropriate medication from the list, and double click on it, or single click on it and and choose "Select."

Medica	tion Lookup		x
File Lookup Panel			_
Select Close Panel Actions Close			
Click on the search button to perform a search for medic	cations based on the criteria in the top sec	tion.	
Medication Search			
Begins with O Includes Medication GLU			Search
			Nickname
			Clear
Medication Query Filters          Strength	Include Herbs only Include Vitamins only Include IV Medications only Include IV Medications	Include Only     All     Generic Names     Brand Names     Generic Products     Brand Products	_
Medication List		U Brand Products	
	<b>T</b>		
Medication A	Type Brand Name	Trans	0
Glucophage Glucophage 1000 mg oral tablet	Brand Name Brand Product		=
Glucophage 500 mg oral tablet	Brand Product		- 1 I
Glucophage 850 mg oral tablet	Brand Product		
Glucophage XR	Brand Name		
Glucophage XR 500 mg oral tablet, extended release	Brand Product		
Glucophage XR 750 mg oral tablet, extended release	Brand Product		
glucosamine	Generic Name	_	
glucosamine 1000 mg oral capsule	Generic Product		~

5. Once the medication has been selected, a new window launches. Enter the appropriate information into the "Sig Builder" and "Sig Information" fields. The start date is required field. If the exact start date is unknown, provide the best estimate, and check the "Estimated Dates" box. If prescribed by an external provider, check the "External" check box and enter the name of the physician in the "Prescribing Physician" field. When finished, select "Save."

Sig Builder									
🔲 Free Text	Action	Dose Qty	Unit	Route	Frequency				
	Take		tablet(s)	by mouth					
Modifiers									
Sig Information									
Sig	Take tablet(s) by	mouth							
Days Supply		Qty To Dispense	U	nit					
Start Date	11	End Date	// Earliest Fill Da	ate //	Refills Estimated Dates				
Add Instructions									
	🔲 External	Prescribi	ng Physician						
Internal Notes									
Written Date	te 09/21/2015								
Issue Method	Do Not Send:	N/A			Save				

6. Click the "Final Approve Changes" button.

25			Medicatio	ns for					x
File	Medications Ma	intenance		_					_
R.	Ē.	<b>S</b> +		23	29				×
New Prescription		New Client Instruction	Add Pre-existing Medication	Discard Pre-Approved Changes	Record Verbally Approved Changes		Query all Client Medications	Display Client Attachment Information	Close Panel
	Medio	ations			Act	ions			Close

7. The pre-existing medication then displays in the "Medications" pane of the Client Panel.

🔥 TEST FAR	E								▼ # □ ×
Medications									<b>→</b> ₽
Wr Med/Str/ T Sig	Additional I	External Voided	Discontinued	DAW Sample Ref	Renewal Disper	n Issue Method	Staff Name 🔺	Note to Ph M	ed Cons   Earlie
12/ Glucoph P Take	ı			0			ONE, MD		
Face Sheet Pre-Intake	Medications M	Medical Conditions	Assessments	Primary Assignm	Primary Diagnosis	Primary Substan	Current Client Plan	Progress Notes	Primary Insuranc

**NOTES** 

### **ENTERING A NEW PRESCRIPTION**

All user types (Prescribers, Non-Prescribers, and Clinical Support Staff) can enter new prescription information and follow the same basic steps. However, **ONLY** Prescribers can final approve a new prescription. Non-Prescribers will need a co-signature by a Prescriber who will final approve the new prescription. Clinical Support Staff will "stage" the entry of the new prescription and the Prescriber will edit, final approve "as is," or delete, as appropriate. Follow the steps below based on your user type, to enter a new prescription.

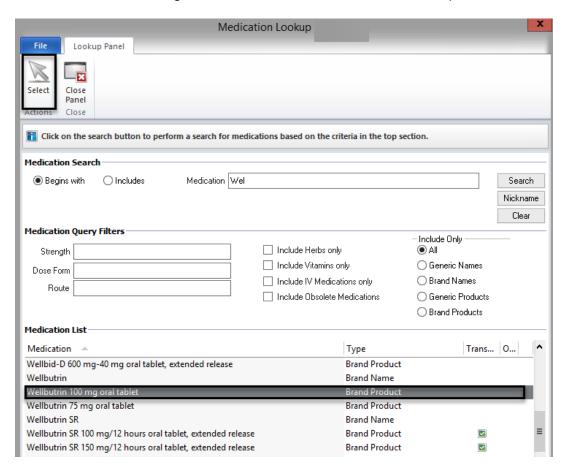
- 1. Select the appropriate client, and from the "Client" tab, click on the bottom part of the "New Prescription" button.
- 2. Click on "New Prescription."

25			DOCTOR'S HOMEPAG	GE	
File Home C	lient View				
🚹 🍐			Prospective Planning Tiers		📃 🚳 🛔
Client Broadcast Information - Alert	New Progress New Note  * Assessment *	New Client Plan *		New Prescription	Pharmacy Query Client of Choice Medications
Information and Alerts		Clinical		New New	Prescription
Caseload					Medication Order
Туре	Name 🔺			_ 🥭 🛨	Client Instruction
			There are no ite	New	Pre-existing Medication

3. The "Medication Details" window launches. In the "Medication" field, type in the first few letters (at least three) of the new prescription, and click "Search."

Medication Detail	ls: New Pre	escription				<b>→</b> ‡
Medication Search	h					
Free Text						Search
Medication W	/el					Nickname
Strength		Dose Fo	m	Route		Common
Drug Class						Formulary
	Generic	🔲 Dispense as Written	🔲 Sample	Discontinued	Internal Formulary	

4. The "Medications List" launches. Locate the appropriate medication from the list and double click on it, or single click on it and choose "Select" at the top.





Note: Once a Prescriber has used the system for a while, the 20 most commonly prescribed medications will be listed by selecting the "Common" button. This is a convenient way to search for the medications prescribed most frequently.

• Select the "Common" button.

Medication De	tails: New Pre	scription			<b>▼</b> ₽
Medication Se	arch				
📃 Free Text					Search
Medication	ı				Nickname
Strength	ı	Dose Form	Route		Common
Drug Class					Formulary
	📃 Generic	🔲 Dispense as Written 📃 Sample	Discontinued	Internal Formulary	



• A new window is launched. Highlight the desired medication and choose "Select."

Co	ommon Medications Lookup (TEST3)	٤
Lookup Panel		
Select Close		
Panel Actions Close		
Select a Common Medication from the li	st.	
Common Medication List	st. Type	Count 🔻
Common Medication List Medication		Count 🔻
Common Medication List Medication Xanax 1 mg oral tablet	Туре	Count V
Common Medication List Medication Xanax 1 mg oral tablet Ativan 1 mg oral tablet	Type 60 - Brand Product	Count
Common Medication List Medication Xanax 1 mg oral tablet Ativan 1 mg oral tablet BuSpar	Type 60 - Brand Product 60 - Brand Product	Count 🐨
-	Type 60 - Brand Product 60 - Brand Product 60 - Brand Product	Count

5. A new window launches. Enter the appropriate information in the "Sig Builder" and "Sig Information" fields.

Sig Builder								
Free Text	Action	Dose Qty	Unit		Route		Frequency	
	Take		tablet(s)		by mouth			
Modifiers								
Sig Information								
Sig	Take tablet(s) by	mouth						
Days Supply		<u>Qty To Dispense</u>		U	nit TAB	Table	t(s)	
Start Date	12/08/2014	End Date	11	Earliest Fill Da	ate 77	E	Refills	Estimated Dates
Note to Pharmacy								
	External	Prescribi	ng Physician					
Internal Notes								
Written Date	12/08/2014							

### **\*\***

Note: If the "Days Supply" field is left blank, the "Qty To Dispense" field is manually calculated. This method does not auto calculate an "End Date" and is recommended if your practice is to refill a medication prior to when the prescription expires.

Also of note, The "Note to Pharmacy" is seen by the pharmacy, but the "Internal Notes" are only seen by clinical staff. The "Internal Notes" will not show in a printed or transmitted prescription. As there is no spell check feature, please type carefully.

6. The issue method must be selected before saving the medication. If medications are batched before final approval, the issue method must be selected for each medication individually. The selected issue method on the first medication will be defaulted for subsequent medications of the same type (medication order, client instruction, pre-existing medication...) until changed.



The options are:

 Transmit – if the client has saved pharmacies of choice, the preferred pharmacy is defaulted as the issue method for new prescriptions. If you open the issue method selections, the preferred pharmacy is at the top of the list with a gold star beside it and all other pharmacies are listed below it.

Sig Builder		International set
Fiee Text Action	Transmit	Frequency
Modiliers	233 SR 566 Ste 200, Minneapolis, MN 55401	
Sig Information	Pharmacy Search	
Sig	Pharmacy of Choice Maintenance	
Days Supply	Print	
Start Date 04/02/2019	Print (No Default Printer)	
Note to Pharmacy	Do Not Send	8
Written Diete 04/02/201	Called In Samples Given	
Issue Method <b>Transmit</b>	: Drugios	Save Cancel
333 SR 566	5 Ste 200, Minneapolis, MN 55401	a eve Lancei
Medication List Medication	Details: New Prescription	
Logged on as ASSOCIATE, CER	RNER Environment: Test	Admin - Doctor's Homepage Template Loaded No Changes

• Print – if a prescription printer has been saved in the staff preferences, it will be listed on the left. If a printer has not selected as the default for prescription printing, click on the arrow and all available printers will be listed.

	A Issue Method	ue Method Print: Ad-ba DDC (from LUZUOCONIC) in analysis C										
			Prin	nt				Save Uar				
	Medication List	tion List Medicat		t Medicat		Print ( Adobe		Print ( Adobe PDF (from LH7U0CNU3489JN3) in session 5 )	UOCNU3489JN3) in session 5 ) Adobe PDF (from LH7U0CNU3489JN3) in ses		IN3) in session 38	
				Not Send	Microsoft XPS Document Writer							
1	Logged on as ONE	, MD		Hand Written	2022	+ remplate Loaueu		NO Changes				
ł	as ONE, MD			Called In	ate Lo	oaded	Ready					
	-12			Samples Given								

• Do Not Send – these options include: Hand Written, Called In, and Samples Given.

🛕 Issue Method	Print	Print							
Medication List	Print ( Adobe PDF (fr	om LH7U0CNU3489JN3) in session 5 )	•						
Medication List	Do Not Send								
Logged on as ONE,	Hand Written								
as ONE, MD	Called In								
	Samples Given		j						

7. After the Issue Method has been selected, select "Save."

<u> Issue</u> Method	Print: Adobe PDF (from LH7U0CNU3489JN3) in session 31	Save	Cancel
Medication List	Medication Details: New Prescription		-

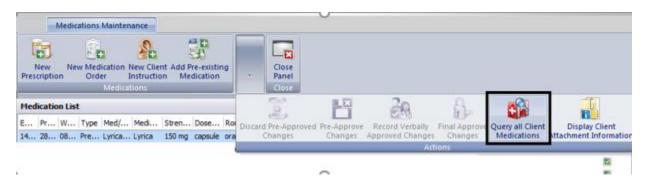
8. If you are a Prescriber, click "Final Approve Changes."



W Note: Clinical Support Staff will "Pre-Approve Changes." See the "Pre-Approve Changes to a New Prescription (Clinical Support Staff)" section.

Note: Non-Prescribers will need a co-signature. See the "Non-Prescriber Co-Signature Process."

9. Once you select "Final Approve Changes," the medication query is run automatically. If you need to view the information that is provided in the "Informational," "Reference Literature" or "Usual Dose" section, a medication query must be performed manually in the "Medications Maintenance" screen with the "Query all Client Medications" button.



Note: A final approved medication **cannot** be edited! It would have to be voided or discontinued and re-entered. Make sure to double check the prescriptions are correct before selecting "Sign." A pre-approved medication can be edited only until final approved.

	$\overline{\mathbf{A}}$	
	ረ ጉ	
Į	_	

	Results for:					X
File Query Medica	tion Results					
Print Leaflet Actions Results from the Quer		1/05/2022 -+ 02-40 DM				
Query Results		Information for Alerts				_
Alerts	Medication	Trigger	Severity 🔺	Plausibility	Туре	<u>^</u>
- Reference Literature	PROzac	Wellbutrin XL	1 - Major Alert	<u> </u>	Medication Interacti	]=
Usual Dose	PROzac	Zoloft	1 - Major Alert	1	Medication Interacti	
Leaflets	Wellbutrin XL		1 - Major Alert	1	Duplicate Therapies	
	Wellbutrin XL	Haldol Decanoate	1 - Maior Alert	<u>A</u>	Medication Interacti	<b>~</b>
	General					
	increased when co stimulants, acetylch metoclopramide. T estimated incidence		nts that can reduce the othiazines, and dopa dually epileptogenic a 0.4% for immediate-1	ne seizure threshold, inclu minergic blocking agents and may have additive eff release bupropion hydroc	iding antidepressants, CNS such as neuroleptics and	< Ⅲ >
	Details					
	Alert Acknowled	gement Comments				

10.If there is a "Major Alert," type in the "Alert Acknowledgement Comments" field. Select "Save and Close."

	Medication Changes for TEST DHPCRASH 1153 Male Bo	orn: 02/21/1986 (TRAI	N) X
	File		
	Client		
	🛆 Allergies: penicillin V potassium, Bees		
	Prescriber		
	RN1 DHP	NPI: 0	Alerts B
	,, Phone: Fax:		6 Major 1 Minor 11 Moderate 5 General
	Hand Written		Do Not Send
	Wellbutrin 100 mg tablet Take 1 tablet(s) by mouth 1 time a day #30 Tablet(s), Refills: 0. DAW: No. Date Written: 01/06/2023		New Prescription
11. On the "Medication Changes" screen, selecting "Sign" will constitute as final approval and will transmit or print the medications.			
			Sign

12. The new prescription then displays in the "Medications" pane of the Client panel.

EST FAKE						<b>→</b> # □ ×
Medications						<b>→</b> ₽
W Med/Str/DF T Sig Addition External Voi	ded Discontinued DAW Sample	e R Renewal D	isp Issue Met	Staff Name	Note to M	led Con Earli
12 Glucopha P Take 1 ta		0		ONE, MD		
12 Wellbutrin P Take 1 ta		0 3	0 / T	ONE, MD		
Face Sheet Pre-Intake Medications Medical Conditi	Assessments Primary Assign	Primary Diagn	Primary Subst	Current Client	Progress Notes	Primary Insura
	27					

#### **GENERIC MEDICATIONS**

You can prescribe either generic or brand name medications via the DHP. If you know the generic name of the medication, simply search by that as you did other medication searches.

For example, we entered "Fluox" to search for generic medication, "Fluoxetine." The medication list displayed shows the generic name title "Fluoxetine" as well as the specific dosages for the generic product.

Medication List		
Medication _	Туре	Transmit 0
FLUoxetine	Generic Name	
FLUoxetine 10 mg oral capsule	Generic Product	
FLUoxetine 10 mg oral tablet	Generic Product	
FLUoxetine 15 mg oral tablet	Generic Product	
FLUoxetine 20 mg oral capsule	Generic Product	
FLUoxetine 20 mg oral tablet	Generic Product	

Right click on the generic name title; there is an option to show associated medications.

Туре	Transmit O.	🔺 📃
Generic Name		
Generic Product	Show Associated N	1edications
Generic Product	Query this Medicat	ion
Generic Product		
Generic Product		
Generic Product		-
	Generic Name Generic Product Generic Product Generic Product Generic Product	Generic Name Generic Product Generic Product Generic Product Generic Product Generic Product

The search is run again, and this time the medications list will show associated brand name products.

Medication List		
Medication 🔺	Туре	Transmit O
FLUoxetine 40 mg oral capsule	Generic Product	<b>Z</b>
FLUoxetine 60 mg oral tablet	Generic Product	
FLUoxetine 90 mg oral delayed release capsule	Generic Product	
FLUoxetine compounding powder	Generic Product	
PROzac	Brand Name	
PROzac 10 mg oral capsule	Brand Product	

While the generic medication will show associated brand names in the Multum database, the brand names do not show associated generic medications.

In the event that you want to prescribe a generic medication and do not know the generic name, you can enter the brand name and in the "Note to Pharmacy" field and enter the instruction "Use generic."

📃 Free Text								Search
Medication	PROzac							Nickname
Strength	10 mg		Dose Forr	n capsule		Route ora	d	Common
Drug Class								Formulary
	🔄 Generic	🔲 Dispense as	Written	🔲 Sample	Disc	continued	Internal Formulary	
ig Builder —								
📃 Free Text	Action	Dose Qty	Unit		Route		Frequency	
	Take	1	capsule(s)		by mouth		1 time a day and at night	
Modifiers								
g Information								
Sig	Take 1 capsule	e(s) by mouth 1 time a	day and at nig	ht				
Days Supply		Qty To Dispense		30 <u>L</u>	Init CAP	Caps	ule(s)	
Start Date	12/12/2014	End Date	11	Earliest Fill D	ate //		Refills Estimated Dates	
	Use generic							
lote to Pharmacy								

裖

W Note: If using the above method for prescribing a generic medication, it is important that you leave the "Dispense as Written" check box blank.

1	Medication Search				
	Free Text				Search
	Medication PROzac				Nickname
	Strength 10 mg	Dose	Form capsule	Route oral	Common
	Drug Class				Formulary
	Generic	🔲 Dispense as Written	🔲 Sample	Discontinued Internal Formulary	

### **MAJOR ALERTS**

Each time a medication query is run during a new prescription process, you will receive alerts about the medication. They rank in the following order:

- 1. Major Alert Red Requires an acknowledgement from the Prescriber (in the "Alert Acknowledgement Comments" field). Can be brief but should be substantive. Document your rationale for prescribing the medication in light of the Major Alert. In the event that something happened to the client, you want your documentation to be clear. You cannot complete the new prescription until a Major Alert has been acknowledged.
- 2. Moderate Alert- Blue
- 3. Minor Alert Yellow
- 4. General Warning Yellow
- 5. No Literature Available Green

	Re	sults for:				x
File Query Medicati	on Results					
Print Save and Leaflet Close Actions Close	ran by RN1 DHP on 01/	11/2023 at 10:38 AM.				
Query Results	Currently Viewing In	formation for Alerts				
- Alerts	Medication	Trigger	Severity 🔺	Plausibility	Туре	^
- Reference Literature	Glucophage	Food	1 - Major Alert	1	Medication to Food Interaction	_
- Usual Dose	Wellbutrin	Food	2 - Moderate Alert	A	Medication to Food Interaction	=
<sup>i</sup> Leaflets	Glucophage		4 - General Warni	1	General Warning / Contraindication	
	Wellbutrin		4 - General Warni	/►	General Warning / Contraindication	~
	General					
	alcohol may cause hy alone, the risk may inc alcohol is ingested on regulatory response to	poglycemia or hyperglycemia rease with acute consumpti an empty stomach or follow hypoglycemia. Episodes ol	a in patients with diabetes. Althou ion of alcohol. Even modest amo ing exercise. The mechanism inv f hypoglycemia may last for 8 to 13	ugh hypoglycemia r ounts can lower bloo volves inhibition of t 2 hours after ethan	ase the risk of lactic acidosis. In addition, arely occurs during treatment with metformin do sugar significantly, especially when the both gluconeogenesis as well as the counter ol ingestion. By contrast, chronic alcohol erally does not affect blood glucose levels in	
	Details					
	I					
	Alert Acknowledge	ment Comments				



### PRE-APPROVING CHANGES TO A NEW MEDICATION (CLINICAL SUPPORT STAFF)

Clinical Support Staff will "Pre-Approve Changes" instead of "Final Approve Changes."

1. Click on the "Pre-Approve Changes" button.

Dr			Medio	ations for						×
File	Medications Mai	ntenance								
<b>B</b>	+	8						<b>F</b>		×
New Prescription		New Client Instruction	Add Pre-existing Medication	Discard Pre-Approved Changes	Pre-Approve Changes	Record Verbally Approved Changes		Query all Client Medications	Display Client Attachment Information	Close Panel
	Medica	ations				Act	ions			Close

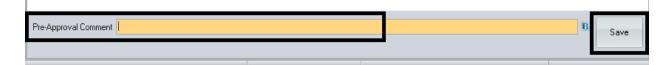
2. Once you select "Pre-Approve Changes," the medication query is run automatically. If you need to view the information that is provided in the "Informational," "Reference Literature," or "Usual Dose" section, a medication query must be performed manually in the "Medications Maintenance" screen with the "Query all Client Medications" button.

Pr					x				
File	Medications Mai	intenance						1	
B	<b>+</b>	<b>S</b> +					<b>1</b>		×
New Prescripti		New Client Instruction	Add Pre-existing Medication	Discard Pre-Approved Changes			Query all Client Medications	Display Client Attachment Information	Close Panel
· · ·	Medic	ations				ions			Close

3. Select "Save and Close."



4. Enter any pre-approval comments as necessary and select "Save."



## PRESCRIBERS: FINAL APPROVING A PRE-APPROVED MEDICATION

1. Under the "Home" tab, click "Refresh Staff Panel"

File Home Client View	v	DOCTOR'S	HOMEPAGE		-	-	
Staff Search by Staff ID	Client Clear Client Show Client Panel Case# or Sort Name	🚰 Services 🚰 PN	▲ System eRx available ▲ Staff eRx not available	Query Medications	Pharmacy Directory	Break The Glass	Layout and Filters •
Staff Entity	Client Entity	Group Notes	ePrescribing Status				Panel Options

2. In the Notifications pane of the staff panel, a black flag will appear in the "Med" column for that client. Double click on the line.

DP.				DOCTOR'S	HOMEPAGE				_ <b>D</b> X
File Home	Client View								
Staff Clear Staff Search My Home Search by Staff I Staff Entity	,	Client	Client Clear Show Client Panel Case# or Sort Name Client Entity	Services PN Group Notes	System eRx available Staff eRx not available ePrescribing Status	Query Medications Query	Directory	reak The Glass Panel Options	
RN1 DHP									▼ 7 □ ▼ 7
Search Notifications								_	
Туре	Date Time	Thru	Description	Tar	get CAS Staff	Case # Ac	know Med	Follo Target Client	Stat
Pre-Approved Medi (	)1/11 10:42 AN	1	Medication Change(s)	have bee		6368	A	01/11 DHP, LIM	٨
Caseload Scheduled	Services Shor	tcuts	lotifications						

3. A new window launches. Review the medication and select "Final Approve Changes."

Dr					Ν	/ledica	tions fo	r												
Fil	e	Medicatio	ns Mainter	nance											-					
	5	<b>(</b> +		\$ +							20							Û,		×
	ew ription	New Medi Orde		v Client A truction	dd Pre-exi Medicati			e-Approve nges	d Pre-Appr Change		cord Ve roved Cl			Approv langes		all Client	Displa Attachmen	ay Client t Informat	tion	Close Panel
			Medicatio	ns		_						Act	ions							Close
Med	icatior	proved By: I n List (Pre-/	Approved	)	1	1			-	art Da	End			D:	Ct-ff	Charture	Sumar	Dress	End	
Med Ev	icatior Pr	n List (Pre- Wr Type	Approved	) Medic	. Stren	Dose		Sig	Note t S		. End	D [		······	Staff	Status		Prescr	Earl	
	icatior Pr	n List (Pre-	Approved	) Medic	. Stren	Dose			Note t S	art Da / 0	. End	D		. Di 30	Staff	Status New Pre.		Prescr	Earl	F/A

DHP



4. If there is a "Major Alert," type in your comments in the "Alert Acknowledgement Comments" field. Select "Save and Close."

iery Results	Currently Viewing I	nformation for Alerts				
Alerts Informational	Medication	Trigger	Severity A	Plausibility	Туре	ł
Reference Literature	Glucophage	Food	1 - Major Alert	<u> </u>	Medication to Food Interaction	
Usual Dose	Wellbutrin	Food	2 - Moderate Alert	A	Medication to Food Interaction	1
Leaflets	Glucophage		4 - General Warni	<u> </u>	General Warning / Contraindication	1
	Wellbutrin		4 - General Warni	<u> </u>	General Warning / Contraindication	
	alcohol may cause hy alone, the risk may in alcohol is ingested or regulatory response to	poglycemia or hyperglycem crease with acute consump n an empty stomach or follow o hypoglycemia. Episodes o	ia in patients with diabetes. Altho tion of alcohol. Even modest amo ving exercise. The mechanism in of hypoglycemia may last for 8 to 1	ugh hypoglycemia ounts can lower bl volves inhibition of 2 hours after etha	ease the risk of lactic acidosis. In addition, rarely occurs during treatment with metformin ood sugar significantly, especially when the both gluconcegnesis as well as the counter- nol ingestion. By contrast, chronic alcohol nerally does not affect blood glucose levels in	· · · ·
	GENERALLY AVOID alcohol may cause hy alone, the risk may in alcohol is ingested or regulatory response to	poglycemia or hyperglycem crease with acute consump n an empty stomach or follow o hypoglycemia. Episodes o	ia in patients with diabetes. Altho tion of alcohol. Even modest amo ving exercise. The mechanism in of hypoglycemia may last for 8 to 1	ugh hypoglycemia ounts can lower bl volves inhibition of 2 hours after etha	ease the risk of lactic acidosis. In addition, rarely occurs during treatment with metformin ood sugar significantly, especially when the both gluconeogenesis as well as the counter- not ingestion. By contrast, chronic alcohol	-
	GENERALLY AVOID alcohol may cause hy alone, the risk may in alcohol is ingested or regulatory response t abuse can cause imp	poglycemia or hyperglycem crease with acute consump n an empty stomach or follow o hypoglycemia. Episodes o	ia in patients with diabetes. Altho tion of alcohol. Even modest amo ving exercise. The mechanism in of hypoglycemia may last for 8 to 1	ugh hypoglycemia ounts can lower bl volves inhibition of 2 hours after etha	ease the risk of lactic acidosis. In addition, rarely occurs during treatment with metformin ood sugar significantly, especially when the both gluconeogenesis as well as the counter- not ingestion. By contrast, chronic alcohol	-
	GENERALLY AVOID alcohol may cause hy alone, the risk may in alcohol is ingested or regulatory response t abuse can cause imp	poglycemia or hyperglycem crease with acute consump n an empty stomach or follow o hypoglycemia. Episodes o	ia in patients with diabetes. Altho tion of alcohol. Even modest amo ving exercise. The mechanism in of hypoglycemia may last for 8 to 1	ugh hypoglycemia ounts can lower bl volves inhibition of 2 hours after etha	ease the risk of lactic acidosis. In addition, rarely occurs during treatment with metformin ood sugar significantly, especially when the both gluconeogenesis as well as the counter- not ingestion. By contrast, chronic alcohol	• •
	GENERALLY AVOID alcohol may cause hy alone, the risk may in alcohol is ingested or regulatory response t abuse can cause imp	poglycemia or hyperglycem (cease with acute consump an empty stomach or follow o hyperglycemia. Episodes or aireid glucces tolerance and	ia in patients with diabetes. Altho tion of alcohol. Even modest amo ving exercise. The mechanism in of hypoglycemia may last for 8 to 1	ugh hypoglycemia ounts can lower bl volves inhibition of 2 hours after etha	ease the risk of lactic acidosis. In addition, rarely occurs during treatment with metformin ood sugar significantly, especially when the both gluconeogenesis as well as the counter- not ingestion. By contrast, chronic alcohol	× m

Results for:

Medication Results

Save and Close Panel

5. On the "Medication Changes" screen, selecting "Sign" will constitute as final approval.

Medication Changes for		
File		
ient		
., SAN DIEGO, CA 92108 Home: Work:		
Gender: Male DOB: 01/01/1990 Age: 33 year(s) Height: Weight:		
Allergies: No Medical Condition Review entered		
escriber N1 DHP	NPI: 0	Alerts E
,, Phone: Fax:	NPI: 0	1 Major 0 Minor
,, FIGHE, FOX.		1 Moderate 2 Gener
Hand Written		Do Not Ser
Glucophage 500 mg tablet		Do Not Ser
Take 1 tablet(s) by mouth		New Prescriptio
#30 Tablet(s), Refills: 0, DAW: No, Date Written: 01/11/2023		New Prescriptic
#30 Tablet(s), Kellis, 0, DAW, No, Date Written, 01/11/2023		
Wellbutrin 75 mg tablet		
Take 1 tablet(s) by mouth		New Prescriptio
#30 Tablet(s), Refills: 0, DAW: No, Date Written: 01/11/2023		
		Sign

6. The new prescription then displays in the "Medications" pane of the Client Panel.

الله الله الله الله الله الله الله الله			<del>~</del> ₽ □ ×
Medications			<b>▼</b> ₽
W   Med/S   T   Sig   Addition   External   Voided   Discontinued   DA	AW Sample Re Renewal	)ispe  Issue Met   Staff Name	Note to   Med Co   Earlie   F/A
01 Glucop P Tak	0 3	0 / T Hand Writ RN1 DHP	
01 Wellbu P Tak	0 3	0 / T Hand Writ RN1 DHP	2
Face Sheet Pre-Intake Medications Medical C Assessme	Assignme Diagnoses	Substance Client Plans	Progress N Insurance Client Atta

# DISCARDING PRE-APPROVED CHANGES

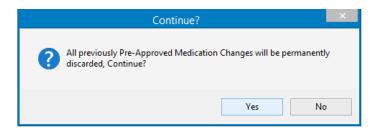
1. You will receive notification that pre-approved medication changes are awaiting final approval on your "Notifications" pane. Double click on the line, or right click on the line and choose "Launch Notification."

Notifications	
Search Notifications	
Type Date Time Thru Description	Target CAS Staff 🔺 Case Act
Pre-Approved M 01/1 01:20 PM Medication Change(s) ha	
	Launch No <u>t</u> ification
	Client Panel
	Client Overview
	how Core Client Information
	🚇 Client Assignments Maintenance
Caseload Scheduled Services Shortcuts Notifications	Client Action Schedules View
2	New Assessment
Hedications	🛕 Broadcast Alert

2. If you do not agree with the pre-approved medication staged by the Clinical Support Staff, click "Discard Pre-Approved Changes" instead of "Final Approve Changes."

Dr.	Medications for								
File	Medications Maintenan	:e		_					
	Ē+ 👂				38		<b>F</b>		
New Prescription	New Medication New Cl Order Instruct Medications		g Discard Pre-Approve Changes		Record Verbally Approved Changes Act		Query all Client Medications	Display Client Attachment Information	Close Panel Close
	Medications				Act	ions			Close
Pre-App	proved By: RN1 DHP on 0	1/11/2023 at 01:20:0	5 PM. Comment: acknow	vledge					
	proved By: RN1 DHP on ( List (Pre-Approved)	1/11/2023 at 01:20:0	5 PM. Comment: acknow	vledge					<b>.</b>
Medication	-				Da End D [	D R Di St	aff Status	Super Prescr Earl	

3. The following message appears: If you want to discard **ALL** pre-approved medication changed staged by the Clinical Support Staff, click "Yes."



If you wish to discard only <u>one</u> from several pre-approved medications that have been staged for you, follow these steps:

1. Right click on the pre-approved medication you wish to discard. A drop down menu is launched. Select the "Delete" option.

5			Medica	ations for						
File	Medications M	aintenance								
R)	<b>E</b> +	<b>S</b> +				20		<b>F</b>		
New rescription	Order	Instruction	Add Pre-existing Medication	Discard Pre-Appro Changes		Approved Changes	Changes	Query all Client Medications	Display Client Attachment Information	Close Panel Close
		ications				Ad	lions			Clos
Pre-App	proved By: RN1	DHP on 01/11/	2023 at 01:20:05 P	M. Comment: ack	owledge					
Medication	List (Pre-Appr	oved)								-
Ev Pr	Wr Type M	ed/ Medic.	Stren Dose	. Route Sig	Note t Start	Da End D	D R Di S	taff Status	Super Prescr Ear	I F/A
0 0 (	01/ Pres Le	xapr Le	10 1111	. Route Sig Take 1			0 30	New Pre	· · · ·	F/A
0 0 0	01/ Pres Le 01/ Pres Gl	xapr Le uco GI	<u>R</u> enew		01/	. 0	1 1 1	New Pre	· · · ·	
0 0 ( 2238 2928 (	01/ Pres Le	xapr Le uco GI	<u>R</u> enew D <u>i</u> scontinue	Take 1	01/ 01/	. 0	0 30	New Pre	· · · ·	
0 0 ( 2238 2928 (	01/ Pres Le 01/ Pres Gl	xapr Le uco GI	<u>R</u> enew	Take 1 Take 1	01/ 01/	. 0	0 30 0 30 R	New Pre	· · · ·	
0 0 ( 2238 2928 (	01/ Pres Le 01/ Pres Gl	xapr Le uco GI	<u>R</u> enew D <u>i</u> scontinue	Take 1 Take 1	01/ 01/	. 0	0 30 0 30 R	New Pre	· · · ·	
0 0 ( 2238 2928 (	01/ Pres Le 01/ Pres Gl	xapr Le uco GI	<u>R</u> enew D <u>i</u> scontinue <u>E</u> dit	Take 1 Take 1	01/ 01/	. 0	0 30 0 30 R	New Pre	· · · ·	
0 0 ( 2238 2928 (	01/ Pres Le 01/ Pres Gl	xapr Le uco GI	<u>R</u> enew D <u>i</u> scontinue <u>E</u> dit Void	Take 1 Take 1 Take 1	01/ 01/	. 0 . 0 . 0	0 30 0 30 R	New Pre	· · · ·	
0 0 ( 2238 2928 (	01/ Pres Le 01/ Pres Gl	xapr Le uco GI	Renew Discontinue Edit Void Delete	Take 1 Take 1 Take 1 Delete t	01/ 01/ 01/	. 0 . 0 . 0	0 30 0 30 R	New Pre	· · · ·	

2. The following message appears. Select "Yes."

	Continue with Delet	e?	×
?	Deleting will remove all changes to exist remove new records, Continue?	ting records and pe	rmanantly
		Yes	No

3. The single pre-approved medication will be removed and you can final approve the remaining medications.

Pr.	Medications for									)
File	Medications Mainte	enance								
	<b>e</b> +	<b>S</b> +				30		<b>*</b>		
New Prescription	New Medication Ne Order In	ew Client struction	Add Pre-existing Medication	Discard Pre-Approved Changes		Record Verbally Approved Changes		Query all Client Medications	Display Client Attachment Information	Close Panel
	Medicatio	ons				Act	ions			Close

4. If there is a "Major Alert," type in the "Alert Acknowledgement Comments" field. Select "Save and Close."

	R	esults for:				×
File Query Medica	tion Results					
Print Save and Close Panel Actions Close		/11/2023 at 01:19 PM.				
Query Results	Currently Viewing I	information for Alerts				
Alerts Informational	Medication	Trigger	Severity 🔺	Plausibility	Туре	^
Reference Literature	Glucophage	Food	1 - Major Alert	<u> </u>	Medication to Food Interaction	=
- Usual Dose	Wellbutrin		1 - Major Alert	1	Duplicate Therapies	
Leaflets	Wellbutrin	Lexapro	1 - Major Alert	▶	Medication Interaction	
	Wellbutrin	Food	2 - Moderate Alert	A	Medication to Food Interaction	~
	General					
	alcohol may cause hy alone, the risk may in alcohol is ingested or regulatory response t abuse can cause imp	ypoglycemia or hyperglycemi crease with acute consumpt n an empty stomach or follow o hypoglycemia. Episodes o	a in patients with diabetes. Altho ion of alcohol. Even modest ami ing exercise. The mechanism in f hypoglycemia may last for 8 to 1	ugh hypoglycemia i ounts can lower blo volves inhibition of l 2 hours after ethar	ase the risk of lactic acidosis. In addition, arely occurs during treatment with metformin od sugar significantly, especially when the both gluconeogenesis as well as the counter- ol ingestion. By contrast, chronic alcohol lerally does not affect blood glucose levels in	< III >
	Details					_
	Alert Acknowledge	ement Comments				_
						- 1
						_ 1

5. On the "Medication Changes" screen, selecting "Sign" will constitute as final approval and will transmit or print the medications.

Medication Changes for		x
File		
Client ., SAN DIEGO, CA 92108 Home: Work: Gender: Nale DOB: 01/01/1990 Age: 33 year(s) Height: Weight: Allergies: No Medical Condition Review entered		<u> </u>
Prescriber RN1 DHP ,, Phone: Fax:	NPI: 0	Alerts E 3 Major O Minor 2 Moderate 3 General
Called In to Pharmacy		Do Not Send
Lexapro 10 mg tablet Take 1 tablet(s) by mouth ≢30 Tablet(s), Refills 0, DAW: No, Date Written: 01/11/2023		New Prescription
		Sign

## **BATCHING PRESCRIPTIONS**

Often times, more than one new prescription is prescribed for a client at a time. In this instance, the prescriptions may be "batched."

To "batch" (prescribe more than one medication at a time):

- 1. Select the appropriate client, and from the "Client" tab, click on the bottom part of the "New Prescription" button.
- 2. For the first medication, select "New Prescription."

	Dr				DOCTOR'S HOM	EPAGE		
ľ	File Home	Client Viev						
l	- 🛵 - 🤳				Prospective Planning Tiers	L.		New Medical Co
l	Client Broad Information • Ale		New Assessment •	New Client Plan 🔻		Ne Prescrip		
ŀ	Information and Ale	erts		Clinical		F	New Prescription	
		IP					New N Initiate a new Prescri	ption for this Client
	Notifications Search Notification	ns				8	New Client Instruction	
	Туре	Date Time	Thru D	escription	Target C/	AS 🚮	New Pre-existing Medication	Med Foll
					There are	e ho nem	s to show.	

3. In the "Medication" field, type in the first few letters (at least three) of the new prescription, and click "Search."

Dr.		Medio	ations for						×				
File	Medications Maintenance								_				
	÷				38	2	•		×				
New Prescription	New Medication New Client Order Instruction		Discard Pre-Approved Changes		Record Verbally Approved Changes		Query all Client Medications	Display Client Attachment Information	Close Panel				
	Medications				Act	tions			Close				
	Medication Details: New Prescription												
Medication									Search				
Medic	ation well							N	ickname				
Stre	ength	Do	se Form		Route			(	Common				
Drug (	Class							F	ormulary				
	Generic [	)ispense as Written	Discontinued	i In	ternal Formulary								

4. Locate the appropriate medication from the list, and double click on it, or select it and choose "Select" at the top.

Med	lication Lookup	x		
File Lookup Panel				
Select Close Panel Actions Close				
Click on the search button to perform a search for	medications based on the criteria in the top :	section.		
Medication Search				
Begins with O Includes Medication v	well	Search		
		Nickname		
		Clear		
Medication Query Filters		- Include Only		
Strength	Include Herbs only	All		
Dose Form	Include Vitamins only	O Generic Names		
	Include IV Medications only	O Brand Names		
Route	Include Obsolete Medications	Generic Products		
		<ul> <li>Brand Products</li> </ul>		
Medication List				
Medication A	Туре	Trans O		
Wellbutrin 75 mg oral tablet	Brand Product			
Wellbutrin SR	Brand Name			
Wellbutrin SR 100 mg/12 hours oral tablet, extended re	elease Brand Product	<b>Z</b>		
Wellbutrin SR 150 mg/12 hours oral tablet, extended re	elease Brand Product			
Wellbutrin SR 200 mg/12 hours oral tablet, extended re	elease Brand Product			

5. Enter the appropriate information in the "Sig Builder" and the "Sig Information" fields; select the "Issue Method," and select "Save."

Sig Builder						
Free Text	Action	Dose Qty	Unit	Route	Frequency	
	Take	1	tablet(s)	by mouth		
Modifiers						
Sig Information	-			1		
Sig	Take 1 tablet(s) I	by mouth				
Days Supply		Qty To Dispense	90 <u>L</u>	Jnit TAB Table	(s)	
Start Date	09/21/2015	End Date	7.7 Earliest Fill D	ate //	Refills Estimated Dates	
Note to Pharmacy						
	External	Prescribi	ng Physician			
Internal Notes						
Written Date	09/21/2015					
<u> Issue</u> Method	Print: Adobe	PDF (from LH7	UOCNU3489JN3) in sessio	<u>n 20</u>	Save	cel
Medication List	Medication Detai	s: New Prescription				

W Note: The "Note to Pharmacy" is seen by the pharmacy, but the "Internal Notes" are only seen by clinical staff. The "Internal Notes" will not show in a printed or transmitted prescription.

6. To enter the second medication, click on the "New Prescription" button.



7. In the "Medication" field, type in the first few letters (at least three) of the new prescription, and click "Search."

Medication Det	ails: New Press	ription				<b>↓</b> ₽
Medication Sea	rch					
Eree Text	_					Search
Medication	hal					Nickname
Strength		Dose Fo	m	Route		Common
Drug Class						Formulary
	🔲 Generic	🔲 Dispense as Written	📃 Sample	Discontinued	Internal Formulary	

8. Locate the appropriate medication from the list, and double click on it, or select it and choose "Select" at the top.

			Med	dication	n Lookup (TRA	IN)			x
File	Lookup	Panel							
P	lose								
Actions C	lose								
Click on	the sear	ch button to per	orm a search for	medicat	ions based on the	criteria in the top se	ection.		
Medication	Search								
Begins	with	○ Includes	Medication	halo				Searc	ch
		0	[					Nickna	ame
								Clea	ne.
Medication	Query F	ilters							
Strength					🗌 Include Herbs d	nly	<ul> <li>Include Only</li> <li>All</li> </ul>		
Dose Form					Include Vitamin:	s only	🔘 Generic Names		
Route					🗌 Include IV Medi	cations only	O Brand Names		
Houte					🗌 Include Obsolet	e Medications	🔘 Generic Produc	:ts	
							O Brand Products		
Medication	List								
Medication	n 🔺					Туре	Trans	<b>O</b>	^
haloperidol	l 10 mg c	oral tablet				Generic Product			
haloperidol						Generic Product	V		
	-	L oral concentrat	te			Generic Product			=
haloperidol						Generic Product			
haloperidol						Generic Product			~
haloperidol	i o ma/m	L iniectable solut	ion			Generic Product			

9. Enter the appropriate information in the "Sig Builder" and the "Sig Information" fields; select the "Issue Method," and then select "Save."

Sig Builder						
Free Text	Action	Dose Qty	Unit	Route	Frequency	
	Take	1	tablet(s)	by mouth		
Modifiers						
Sig Information						
Sig	Take 1 tablet(s) I	by mouth				
Days Supply		<u>Qty To Dispense</u>	90 🛄	nit TAB	ablet(s)	
Start Date	09/21/2015	End Date	7.7 Earliest Fill Da	ate //	Refills Estimated Dates	
Note to Pharmacy						8
	External	Prescribi	ng Physician			
Internal Notes						
Written Date	09/21/2015					
<u> Issue Method</u>	Print: Adobe	PDF (from LH7	UOCNU3489JN3) in session	<u>1 20</u>		Save
Medication List	Medication Detai	s: New Prescription				

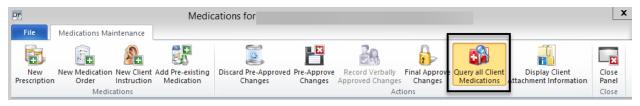
10. Two medications now display on the medication list. To enter additional medications, complete steps 6-9 on the previous pages. If you are the Prescriber and are done with the batch, select the "Final Approve Changes" button.

Dr			Medic	ations for				×	
File	Medications Mair	ntenance							
<b>E</b>	<b>E</b> +	<b>S</b> +			×	20			×
New Prescription	New Medication Order	New Client Instruction		Discard Pre-Approved Changes		Record Verbally Approved Change	Final Approve Changes	Display Client Attachment Information	Close Panel
	Medica	tions				Ac	tions		Close

#### Im

W Note: Clinical Support Staff and Non-Prescribers will "Pre-Approve Changes." See the "Pre-Approve Changes" section under "New Prescriptions."

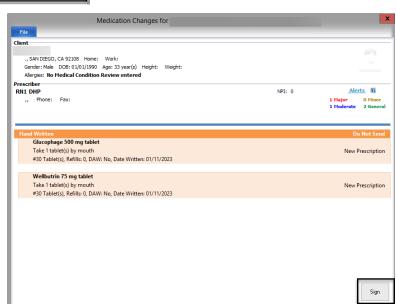
11. Once you select "Final Approve Changes," the medication query is run automatically. If you need to view the information that is provided in the "Informational," "Reference Literature," or "Usual Dose" section, a medication query must be performed manually in the "Medications Maintenance" screen with the "Query all Client Medications" button.



	R	esults for:				X
File Query Medica	tion Results					
Print Save and Close Leaflet Close Panel						
Actions Close						
						_
Results from the Quer	y ran by RN1 DHP on 01,	(11/2023 at 12:23 PM.				
Query Results	Currently Viewing I	nformation for Alerts				
- Alerts Informational	Medication	Trigger	Severity -	Plausibility	Туре	^
- Reference Literature	Glucophage	Food	1 - Major Alert	<u> </u>	Medication to Food Interaction	
Usual Dose	Wellbutrin	Food	2 - Moderate Alert	1	Medication to Food Interaction	=
Leaflets	Glucophage		4 - General Warni	1	General Warning / Contraindication	
	Wellbutrin		4 - General Warni	<u>/-</u>	General Warning / Contraindication	~
	General					
	alcohol may cause hy alone, the risk may in alcohol is ingested or	poglycemia or hyperglycem crease with acute consump an empty stomach or follow	a in patients with diabetes. Altho tion of alcohol. Even modest amo ring exercise. The mechanism inv	ugh hypoglycemia i unts can lower blo rolves inhibition of l	ase the risk of lactic acidosis. In addition, arely occurs during treatment with metformin od sugar significantly, especially when the soth gluconeogenesis as well as the counter- ol ingestion. By contrast, chronic alcohol	•
	abuse can cause imp	aired glucose tolerance and	r nypoglycemia may last for 8 to 1 I hyperglycemia. Moderate alcohi	2 nours arter ethan	ioi ingestion. By contrast, chronic alconol ierally does not affect blood glucose levels in	~
	Details					_
						_
	Alert Acknowledge	ment Comments				-
						- 1
						- 1
						- I.

12. If there is a "Major Alert," type in the "Alert Acknowledgement Comments" field. Select "Save and Close."

 On the "Medication Changes" screen, selecting "Sign" will constitute as final approval and will transmit or print the medications.



14. The new prescriptions then display in the "Medications" pane of the Client Panel.

A TEST FAKE					▼ # 🗆 ×
Medications					<b>-</b> 4
Wr Med/Str/DF T Sig Additional In External Voided Discontinued DAW S	ample Refi Renev	val Dispen Issue Method	Staff Name 🔺	Note to Ph	Med Conse Earlies.
12/ Zoloft 25 P. Take	0	30 / Tab	ONE, MD		
12/ Ambien 1 P. Take	0	30 / Tab	ONE, MD		
12/ Wellbutri P. Take	0	60 / Tab	ONE, MD		
12/ haloperid P. Take	0	90 / Tab	ONE, MD		
Face Sheet Pre-Intake Medications Medical Conditions Assessments Primary Assi	ignment Primary Diag	nosis Primary Substance Ab	. Current Client Plan	Progress Notes	Primary Insurance Co

Note: Prescribers will have to final approve (or discard) pre-approved medication batches that have been staged by their Clinical Support Staff. Also, Prescribers will have to co-sign and final approve for any Non-Prescribers for whom they supervise. See "Prescribers: Final Approving a Pre-Approved Medication."



# **ENTERING A PRESCRIPTION FOR A SAMPLE MEDICATION**

Samples are given on-site and are not sent to a pharmacy for dispensing.

- 1. Select the appropriate client, and from the "Client" tab, click on the bottom part of the "New Prescription" button.
- 2. Click on "New Prescription."

<b>Pr</b>		_				DOCTOR'S HOMEPAG	GE				
F	ile I	Home	Client View				_				
	2	6			+ •	🕼 Prospective Planning Tiers	R	3		<b>F</b>	💽 Nev
Info	Client ormation <del>*</del>	Broadcast Alert	New Progress Note <del>*</del>	New Assessment •	New Client Plan <del>*</del>		Ne Prescrip		Pharmacy C of Choice N		
Int	formation	and Alerts			Clinical		E	New	Prescription		
Ca	Seload	1 DHP					Ē.	New	Medication (	Order	Initiate
Ту	pe		Name 4	<b>`</b>			8	New	Client Instru	ction	
						There are no ite	3	New	Pre-existing	Medication	

3. In the "Medication" field, type in the first few letters (at least three) of the new prescription, and click "Search."

PE		Medie	cations for						X
File	Medications Maintenance								
	<u>e</u> + <u>}</u> +				20				×
New Prescription	New Medication New Clier Order Instruction		Discard Pre-Approved Changes	Pre-Approve Changes	Record Verbally Approved Changes		Query all Client Medications	Display Client Attachment Information	Close Panel
	Medications				Act	ions			Close
Medication	Details: New Prescriptio	n							<b>▼</b> 9
Medication								S	earch
	ation Wel							Nie	ckname
Stre	ngth	Do	ose Form		Route			C	ommon
Drug C	Class							Fo	rmulary
	Generic	Dispense as Written	Discontinue	d 🗌 Ir	ternal Formulary				

Note: If you have entered several medications previously, they are easily accessible via the "Common" button. This button displays a list of the Prescriber's 20 most commonly prescribed medications. Instead of searching, you may select the medication from your "Common" list, then complete step 5.

Medication Details: New Prescription		<b>→</b> ₽
Medication Search		
Free Text		Search
Medication		Nickname
Strength	Dose Form Route	Common
Drug Class		Formulary
Generic Dis	spense as Written Sample Discontinued Internal Formulary	
	Select Close Panel	
	Click on the search button to perform a search for medications based on the criteria	) in the top section.
4. Locate the	Medication Search	
appropriate	Begins with      Includes     Medication     well	Search
medication		Nickname
from the list,		Clear
and double	Medication Query Filters	
click on it, or		- Include Only
select it and	linali da Mitanina antu	Generic Names
choose	Dose Form	Brand Names
	Route Include Obsolete Medications	Generic Products
"Select" at the		Brand Products
top.	Medication List	
	Medication A Type	Transmit 0
	Wellbutrin Brand Name	Tarbine offi
	Wellbutrin 100 mg oral tablet Brand Produc	ct 🗹 🗍
	Wellbutrin 75 mg oral tablet Brand Produc	ct 🛛 🔤
	Wellbutrin SR Brand Name	

5. Enter the appropriate information in the "Sig Builder" and the "Sig Information" fields, select "Samples Given" as the issue method, and select "Save."

Eile Med		_	ledication	s for									×
6		V Client Add Pre-exi Iruction Medication		rd Pre-Approved Changes			Verbally F Changes Actio	Changes	e Query all Client Medications	t Displa	y Client t Informa	tion Pan Clos	el
Medication Det		ription											<b>▼</b> 4
Free Text												Search	
Medication Strength			Dose Form									Nickname	
Drug Class	TUU mg		Dose Form	tablet		Route o	ai					Common Formulary	-
	Generic	Dispense as V	littee	Discontinued		nternal Forn	ulanı					ronnulary	<i>.</i>
Sig Builder	Generic	Dispense as v	Antten	Discontinued		nternal rom	ulary						
Free Text	Action		Unit		Route		Frequency						-
	Take	1	ablet(s)		by mouth		2 times a c	lay					
Modifiers Sig Information													
-		by mouth 2 times a da	v										1
Days Supply	30	Qty To Dispense		60 <u>U</u>	nit TAB	Tat	let(s)						
Start Date	01/12/2023	End Date 0	2/10/2023	Earliest Fill Da	ite //		Refills		Estimated Dates				
Note to Pharmacy													
	External	Prescribing	Physician										
Internal Notes													1
Written Date	01/12/2023												
A Issue Method	Do Not Send	: Samples given											1
		Print								S	ave	Cancel	
Medication List	Medication I	Print (No Defi	ault Printer)	<b>&gt;</b>									
Logged on as RN	1 DHP	Do Not Send Hand Writter		: Training	DHP20	)120224 Te	mplate Load	ded	No Char	nges			
		Called In											
	[	Samples Give	n										

W Note: The "Internal Notes" are only seen by clinical staff. The "Internal Notes" will not show in a printed prescription.

W Note: When "Samples Given" is selected as the issue method nothing is transmitted to the pharmacy.

6. If you are a Prescriber, select the "Final Approve Changes" button.

20			ľ	Medica	tions fo	r									
File	Medications Ma	intenance								_	_				
	Ē+	<b>8</b> +					×	20						3	<mark>83</mark>
New Prescriptior	New Medication n Order	New Client / Instruction	Add Pre-ex Medicat			e-Approve inges		Record Ver Approved Cl		inal Appro Changes			Display Attachment I		Close Panel
		11													Classe
	Medi	ations							ACTIO	ins					Close
Medicatio		ations							Actio	ins	-				€lose ▼
			. Stren	Dose	Route	Sig	Note t Start	Da End	D D	R Di	Staff S	itatus	Super	Prescr Ea	•
Ev Pr	on List	d/ Medic.			Route	Sig Take 1	Note t Start 01/		D D	R   Di 0 30		itatus	Super I	Prescr Ea	•
Ev Pr 2238 2928	on List Wr Type Me	d/ Medic co Gluco	500 mg	tablet	oral			0	D D		RN1 D	itatus	Super I	Prescr Ea	▼ rl F/A
Ev Pr 2238 2928 2238 2929	on List   Wr   Type   Me 8 01/ Pres Glu	d/ Medic co Gluco llb Wellb	500 mg 75 mg	tablet tablet	oral	Take 1	01/	0	D D	0 30	RN1 D RN1 D	itatus	Super	Prescr Ea	rl F/A

W Note: Clinical Support Staff and Non-Prescribers will "Pre-Approve Changes." See "Pre-Approve Changes to a New Prescription (Clinical Support Staff)."

- 7. The medication query automatically launches.
- 8. If there is a "Major Alert," type in the "Alert Acknowledgement Comments" field. Select "Save and Close."

	Results f	or			
File Query Medicati	on Results				
Print Save and Close Panel Close					
Results from the Query	ran by RN1 DHP on (	01/12/2023 at 10:27 A	м.		
Query Results	Currently Viewing	Information for Al	erts		
- Alerts	Medication	Trigger	Severity 🔺	Plausibility	Туре
-Reference Literature	Glucophage	Food	1 - Major Alert	1	Medication to Food I
- Usual Dose	Wellbutrin		1 - Major Alert	1	Duplicate Therapies
Leaflets	Wellbutrin		1 - Major Alert	1	Duplicate Therapies
	Wellbutrin	Lexapro	1 - Maior Alert	<u>A</u>	Medication Interacti 🎽
	General				
	acidosis. In additio rarely occurs during amounts can lower exercise. The med	n, alcohol may cause H g treatment with metforr blood sugar significant hanism involves inhibit	wpoglycernia or hyperglyce nin alone, the risk may incr ly, especially when the alc ion of both gluconeogenes	emia in patients with diab ease with acute consump ohol is ingested on an en is as well as the counter-	
	Details				
	Alert Acknowled	gement Comments			

9. On the "Medication Changes" screen, selecting "Sign" will constitute as final approval.

File int int SAVDEEO, CA 92108 Home: Work: Gender Nole DOB: 01/01/1999 Apr: 33 year(s) Height: Weight: Allergise: Iko Hedical Condition Review entered secrities , Phone: Fax:	NPI: D	Alerts E 4 Major 0 Minor
Gender: Male DOB: 01/01/1990 Age: 33 year(s) Height: Weight: Allergies: No Hedical Condition Review entered scriber N1 DHP	NPI: 0	Alerts 1
Gender: Male DOB: 01/01/1990 Age: 33 year(s) Height: Weight: Allergies: No Hedical Condition Review entered scriber N1 DHP	NPI: 0	Alerts 10
Allergies: No Medical Condition Review entered escriber N1 DHP	NPI: D	Alerts B
escriber N1 DHP	NPI: 0	
N1 DHP	NPI: 0	
<i>"</i>		
		2 Moderate 4 Genera
amples Given to Client		Do Not Sen
Wellbutrin 100 mg tablet		
Take 1 tablet(s) by mouth 2 times a day		New Prescription
#60 Tablet(s), Refills: 0, DAW: No, Date Written: 01/12/2023		
		Sign

10. The new sample prescription then displays in the "Medications" pane of the Client Panel.

3					
📥 TEST FAKE					▼ # □ ×
Medications					<b>↓</b> 9
W Med/Str/ T Sig Ad	ditional I External Voided D	Discontinued DAW Sample Ref	Renewal Dispe Issue Meth St	aff Name 🔺 🛛 Note to P   Med Ci	ons   Earlie /
12 Zoloft 25 P Take		0	30/Ta ON	IE, MD	
12 Ambien P Take		0	30/Ta ON	IE, MD	
12 Wellbutr P Take		0	60/Ta 01	NE, MD	
12 haloperi P Take		0	90/Ta ON	NE, MD 👻	
12 Wellbutr P Take		<b>2</b> 0	60/Ta ON	IE, MD	-
Face Sheet Pre-Intake Me	edications Medical Conditions	Assessments Primary Assignm	Primary Diagnosis Primary Substan	Current Client Plan Progress Notes P	Primary Insuranc

Note: Prescribers will have to final approve (or discard) pre-approved sample medications that have been staged by their nursing staff. Also, Prescribers will have to co-sign and final approve for any Non-Prescribers they supervise. See "Prescribers: Final Approving a Pre-Approved Medication."

## **ENTERING A NEW MEDICATION WITH FREE TEXT**

Note: This is only used for medications that are brand new on the market and have not yet been added to the Multum database. The database is updated monthly, so prescribing this way will be rare.

- 1. Select the appropriate client, and from the "Client" tab, click on the bottom part of the "New Prescription" button.
- 2. Click on "New Prescription."

Pr				_		DOCTOR'S HOMEPAG	GE				
	File	Home	Client View	N							
	2	- 👃		+		Prospective Planning Tiers	R	3	1	<b>F</b>	💼 Nev
Inf	Client ormation	Broadca • Alert	st New Progres Note •	s New Assessment	New Client Plan *		Ne Prescrip			Query Client Medications	
In	~	and Alert			Clinical		E	New	Prescriptio	ı	
Ca	seload	1 DHI	Þ				Ê+	New	Medication	Order	Initiate
Ту	/pe		Name	•			<b>A</b>	New	Client Instr	uction	
						There are no ite	<b>3</b>	New	Pre-existing	Medication	

3. Check the "Free Text" boxes next to "Medication Search" and "Sig Information."

Note: You must check the "Free Text" boxes <u>prior</u> to typing information into the "Medication Search" and "Sig Information" sections. Otherwise, the information is cleared out when the "Free Text" boxes are checked.

Medication Det	ails: New Pre	scription			
Medication Sea	rch —				
🔽 Free Text					
Medication					
Strength			Dose F	Form	
Drug Class					
	📃 Generic	🔲 Dispense	as Written	📃 Sample	📃 Disco
Sig Builder					
📝 Free Text	Action	Dose Qty	Unit		Route
Modifiers					

4. Enter the appropriate information in the "Medication Search" and "Sig Information" fields; select the issue method, and select "Save."

Medication Deta	tails: New Prescription	<b>▲</b> Å
Medication Sear	arch	
🔽 Free Text		Search
Medication	n New Med	Nickname
Strength	Dose Form Tablet Route Oral	Common
Drug Class		Formulary
-	🔲 Generic 🔲 Dispense as Written 📄 Discontinued 📄 Internal Formulary	
Sig Builder		
🔽 Free Text	Action Dose Qty Unit Route Frequency	
Modifiers Sig Information		
-	g Take one tablet by mouth 4 times a day	
Days Supply		
	<u>e</u> 09/21/2015 End Date 10/20/2015 Earliest Fill Date / / <u>Refills</u> Estimated Dates	
		8
Note to Pharmacy		<b>•</b>
	External Prescribing Physician	
Internal Notes	35	
Written Date	09/21/2015	
🔔 Issue Method	d Select Issue Method Sav	e Cancel
Medication List	Medication Details: New Prescription	

W Note: The "Note to Pharmacy" is seen by the pharmacy, but the "Internal Notes" are only seen by clinical staff. The "Internal Notes" will not show in a printed or transmitted prescription.

5. If you are the Prescriber, click the "Final Approve Changes" button.

W Note: Clinical Support Staff and Non-Prescribers will "Pre-Approve Changes." See "Pre-Approve Changes to a New Medication (Clinical Support Staff)."

Dr.			Medicati	ions for						
File	Medications Mainten	ance					_	1		
E.	<b>•</b>	<b>.</b>	)		×	26				
New Prescription	New Medication New Order Instr	Client Add Pre-e uction Medica		iscard Pre-Appro Changes	ved Pre-Approve Changes		Final Approve Changes	Query all Client Medications	Display Client Attachment Informatio	Close n Panel
	Medication	s				<u>م</u>	tions			Close
		-				Ac				0.030
Medication	n List	-								
	n List Wr Type Med/	Medic Stren	Dose	Route Sig	Note t Star	t   Da   End   D		taff Status	Super Prescr E	•
Ev Pr			1 1	Route Sig oral Take 1	1	t Da End D		1	Super Prescr E	•
Ev Pr 2238 2928	Wr Type Med/	Gluco 500 mg	tablet		01/	t Da End D	D   R   Di   St	N1 D	Super Prescr E	▼ arl F/A
Ev Pr 2238 2928 2238 2929	Wr Type Med/ 01/ Pres Gluco	Gluco 500 mg Wellb 75 mg	tablet tablet	oral Take 1	01/	t   Da   End   D   0 0	D R Di St 0 30 RI	N1 D N1 D	Super Prescr E	arl F/A

6. The medication query automatically launches. If there is a "Major Alert," type in the "Alert Acknowledgement Comments" field. Select "Save and Close."

	Results	for:			×
File Query Medica	ation Results	_			
Print Save and Leaflet Close Actions Close		01/12/2023 at 10:44 A	IM.		
Query Results	Currently Viewin	g Information for Al	erts		
- Alerts - Informational	Medication	Trigger	Severity 🔺	Plausibility	Туре
- Reference Literature	Glucophage	Food	1 - Major Alert	<u>^</u>	Medication to Food I ≡
··· Usual Dose	Wellbutrin		1 - Major Alert	<u>^</u>	Duplicate Therapies
Leaflets	Wellbutrin	Lexapro	1 - Major Alert	<u>^</u>	Medication Interacti
	Wellbutrin	Food	2 - Moderate	A	Medication to Food I 🎽
	acidosis. In additi rarely occurs durin amounts can lowe exercise. The me	on, alcohol may cause I g treatment with metforr r blood sugar significant chanism involves inhibit	hypoglycemia or hyperglyce	mia in patients with diabe ease with acute consump ohol is ingested on an em is as well as the counter-r	egulatory response to
	Alert Acknowled	igement Comments			

Note: New Medications with free text do not query.

7. On the "Medication Changes" screen, selecting "Sign" will constitute as final approval.

Medication Changes for		x
File Client		
CILIT.		
Prescriber		
RN1 DHP ,, Phone: Fax:	NPI: 0	Alerts E 3 Major 0 Minor
,, Phone: Fax:		2 Major U Minor 2 Moderate 3 General
Hand Written New Med 20 mg Tablet		Do Not Send
Take one tablet by mouth 4 times a day		New Prescription
#120 Tablet(s), Refills: 0, DAW: No, Date Written: 01/12/2023		
		Sign

58

8. The new "Free Text" prescription then displays in the "Medications" pane of the Client Panel.

📥 TEST FAKE				+ 4 □ ×
Medications				<b>▼</b> ₽
W   Med/Str/DF   T   Sig   Additional   External   Voided   Discontinued   DAW	Sample Re	Renewal Dispe Issue Meth	Staff Name 🔺	Note to P   Med Cons   Earlie
12 Zoloft 25 m P Tak	0	30 / Ta	ONE, MD	
12 Ambien 10 P Tak	0	30 / Ta	ONE, MD	
12 Wellbutrin 1 P Tak	0	60 / Ta	ONE, MD	
12 haloperidol P Tak	0	90 / Ta	ONE, MD	
12 Wellbutrin 1 P Tak	<b>v</b> 0	60 / Ta	ONE, MD	
12 New Med 2 P Tak	0	120 / T	ONE, MD	
Face Sheet Pre-Intake Medications Medical Conditions Assessments Primary	y Assignm P	rimary Diagnosis Primary Substan	Current Client Plan	Progress Notes Primary Insuran

Note: Prescribers will have to final approve (or discard) pre-approved "free text" medications that have been staged by their Clinical Support Staff. Also, Prescribers will have to co-sign and final approve for any Non-Prescribers they supervise. See "Prescribers Final Approving Medication."

# **NOTES**



# **ENTERING A NEW MEDICATION ORDER**

Medications Orders are for dispensing onsite medications and are never sent to the pharmacy. (Example: Long lasting injectables).

- 1. Select the appropriate client, from the "Client" tab, and click on the bottom part of the "New Prescription" button.
- 2. Click on "New Medication Order."

<b>File</b> Home	DO0	CTOR'S HOMEPAGE	-	_	_ <b>D</b> X
Client Broadcast	New Progress New New Client Note + Assessment + Plan +	pective Planning Tiers		📻 New Medical Conditions Review 🚜 New Lab Order Form	•
Information and Alerts RN1 DHP Caseload	Clinical		New Prescription		▼ # □ ▼ #
Туре	Name 🔺	There are no ite	New Client Instruction New Pre-existing Medication	Initiate a new Medication Order f	or this Client
Caseload Scheduled	Services Shortcuts				

3. The "New Medication Order" window launches. In the "Medication" field, type in the first few letters (at least three) of the new prescriptions, and select search.

Medication Det	ails: New	Medication Order					<b>→</b> ₽
Medication Sea	rch						 Search
Free Text Medication	halo						Nickname
Strength			Dose Form		Route		Common
Drug Class							Formulary
	🔲 Gene	ic 📃 Dispense as Wri	itten	Sample	Discontinued	Internal Formulary	

Note: Instead of searching for a medication, you can select the "Common" button which displays a list of the Prescriber's 20 most commonly prescribed medications. You would select the medication you wished from here and then proceed to number 5.

Medication Se	arch					 
📃 Free Text						Search
Medicatio	n					Nickname
Strengt	h	Dose F	orm	Route		Common
Drug Clas	<u>s</u>					Formulary
	🔲 Generic	🔲 Dispense as Written	📃 Sample	Discontinued	Internal Formulary	



4. The Multum database is searched for the medication information. Locate the appropriate medication from the list and double click on it, or click once and click "Select" at the top.

N										
Select	Close Panel									
Actions	Close									
🚹 Click	on the s	earch button to p	erform a search	for medi	cations based on	the criteria in th	e top sectio	n.		
Medicati	ion Searc	h								
🖲 Beg	jins with	Includes	Medication h	alo					Searc	h
								1	licknar	me
									Clear	
Medicati	ion Query	Filters								
Stren	iqth			E	Include Herbs on	y	- Include Or	nly —	_	
Dose F					Include Vitamins o	only	🔘 Generic	Names		
				E	Include IV Medica	ations only	🔘 Brand N	lames		
по	ute				Include Obsolete	Medications	🔘 Generic	Products		
							🔘 Brand F	Products		
Medicati	ion List —									
Medicatio	n 🔺					Туре		Transmit C	o	-
haloperid	ol 5 mg/mL	injectable solution				Generic Product				-
		nding powder				Generic Product				- 1
		ite 100 mg/mL intran				Generic Product			-	
		ate 50 mg/mL intrami	iscular solution			Generic Product				
Halotesti	n					Brand Name				

5. A new window launches. Enter the appropriate information in the "Sig Builder" and the "Sig Information" fields; complete the "Issue Method," and select "Save."

W Note: The Sig Builder will pre-populate. If you wish to change any of these fields click on title of the filed (ex. "Action") or free text is also available."

Sig Builder						
🔲 Free Lext	Action	Dose Qty	Unit	Route	Frequency	
	Take	1	unit(s)	Intramuscularly	weekly	
Modifiers						
Sig Information						
Sig	Take 1 unit(s) Int	ramuscularly weekly	1			
Days Supply	90	Qty To Dispense		Unit		
Start Date	09/22/2015	End Date	12/20/2015 Earlie	st Fill Date 77	Refills	Estimated Dates
Add Instructions						
	External	Prescribi	ng Physician			
Internal Notes						
Written Date	09/22/2015					
Issue Method	Do Not Send	Verbal				Save Cancel
Medication List	Medication Detail	s: New Medication	Order			

Note: The "Note to Pharmacy" is seen by the pharmacy, but the "Internal Notes" are only seen by clinical staff. The "Internal Notes" will not show in a printed or transmitted prescription.

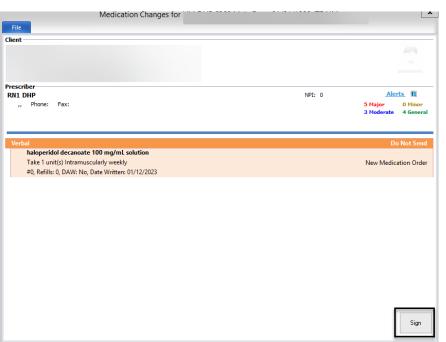
6. If you are a Prescriber, click the "Final Approve Changes" button.

۲r.				Ν	Nedicat	tions fo	r													
File	Medications	Maintenan	nce									_			_					
	Ē+	5	+			Con the second	3	F	×		30	1						<b>h</b>	I	×
New Prescription		Instru		dd Pre-ex Medicati			e-Approve inges	ed Pre-Ap Chan		Record Approve		ange	Ch	Approv anges		all Client ications	Displa Attachment	iy Client t Informat	ion	Close Panel
	IVI6	edications										Actio	JUR							Close
Medication		edications										Actio	ms							
		1	Medic	Stren	Dose	Route	Sig	Note t	Start	Da E	End	1		Di	Staff	Status	Super	Prescr		-
	n List	Med/ N				Route	Sig Take 1		Start 01/		End	1	R		Staff RN1 D	Status	Super	Prescr		-
Ev Pr 2238 2928	n List Wr Type	Med/ N Gluco G	iluco	500 mg	tablet					0	End	1	R 0	30		Status	Super	Prescr		Ţ F∕A
Ev Pr 2238 2928 2238 2929	Wr Type 01/ Pres	Med/ N Gluco G Wellb W	iluco Vellb	500 mg 75 mg	tablet tablet	oral	Take 1		01/	0	End	1	R 0 0	30 30	RN1 D	Status	Super	Prescr		F/A
Ev Pr 2238 2928 2238 2929 2243 2936	Uist           Wr         Type           01/         Pres           01/         Pres	Med/ N Gluco G Wellb W Lexapr L	iluco Vellb .exapro	500 mg 75 mg 10 mg	tablet tablet tablet	oral oral oral	Take 1 Take 1		01/ 01/	0 0 0	End	1	R 0 0 0	30 30 30	RN1 D RN1 D	Status	Super	Prescr		► F/A

W Note: Clinical Support Staff will "Pre-Approve Changes." See "Pre-Approve Changes to a New Prescription (Clinical Support Staff).

7. The medication query automatically launches. If there is a "Major Alert," type in the "Alert Acknowledgement Comments" field. Select "Save and Close."

	Results fo	r:				×
File Query Medicati	on Results	_				
Print Save and Close Panel Actions Close						
Results from the Query	ran by RN1 DHP on 01	/12/2023 at 10:59 /	чм.			
Query Results	Currently Viewing	Information for A	lerts			
Alerts Informational	Medication	Trigger	Severity 🔺	Plausibility	Туре	^
- Reference Literature	Wellbutrin		4 - General Wa	<u> </u>	General Warning / C.	
Usual Dose	Lexapro		4 - General Wa		General Warning / C.	
Leaflets	haloperidol		4 - General Wa	∕⊾	General Warning / C.	
	information.	INS: ne active component	nings for this drug (US). Con or any of the ingredients	sult Precautions within th	he DOSAGE section for furthe	
	Alert Acknowledg	ement Comments	5			



8. On the "Medication Changes" screen, selecting "Sign" will constitute as final approval.

9. The new medication order then displays in the "Medications" pane of the Client Panel.

Sig Addi							-
Sig Addi	tion External Voided	Discontinued DA	W Sample R Renew	wal Disp Issue Me	Staff Name	Note to Med Co	Earli   F/A
g Medic Ta			0		ONE, MD 👻		
n Ta			0	90 / Printed	ONE, MD		
g Medic Ta			0		ONE, MD		
n Ta			<b>D</b>	60 / Samples	ONE, MD		
n Ta			0	120 / Hand Wri	ONE, MD		
Order Ta			0	Verbal	ONE, MD		
Medications	al Conditions Assessment	to Drimary Accion	n Brimary Diagnosis	Drimary Substan	Current Client Plan	Progress Notes	Primary Insurance
	n Ta 9 Medic Ta 1 Ta 1 Ta Order Ta	та g Medic Та та та Order Та	Ta g Medic Ta n Ta Ta Order Ta	n Ta 0 g Medic Ta 0 n Ta 0 n Ta 0 Order Ta 0	0 Ta 0 90 / Printed g Medic Ta 0 n Ta 0 60 / Samples n Ta 0 120 / Hand Wri Order Ta 0 Verbal	Ta         0         90 / Printed         ONE, MD           g Medic         0         0 / Printed         ONE, MD           g Medic         0         0 / Samples ONE, MD         ONE, MD           g Medic         0         60 / Samples ONE, MD         ONE, MD           g Medic         0         120 / Hand Wri ONE, MD         Order           g Medic         0         Verbal         ONE, MD	Ta     0     90 / Printed     ONE, MD       g Medic     Ta     0     ONE, MD       a     Ta     Image: Control of the state of th

Note: Prescribers will have to final approve (or discard) pre-approved Medication Orders that have been staged by their Clinical Support Staff. Also, Prescribers will have to co-sign and final approve for any Non-Prescribers they supervise. See "Prescribers: Final Approving a Pre-Approved Medication."

# **ENTERING A NEW CLIENT INSTRUCTION**

Client Instructions are only entered for Over the Counter (OTC) medications. Prescribers can final approve a Client Instruction. It is important to use this feature for 2 reasons:

- Accuracy and complete medication information for the client in CCBH.
- OTCs entered into CCBH will be checked with the client's pre-existing and new prescriptions for contraindications etc. via the Multum database.
- 1. Select the appropriate client, and from the "Client Tab," click on the bottom part of the "New Prescriptions" button.
- 2. Click on "New Client Instruction."

File Home	lient View	DOCTOR'S HOMEPA	GE			_	_ □	x
Client Broadcast Information - Alert Information and Alerts RN1 DHP Caseload	New Progress Note + Assessment + Plar Clir	lient		Pharmacy Query C of Choice Medicat lew Prescription	lient	New Medical Conditions Review New Lab Order Form	•	- <del>1</del> □ • <del>1</del>
Туре	Name 🔺		9+ ·	lew Client Instruction		Case#		
		There are no it		lew Pre-existing Medica	ation	Initiate a new Client Instruction fo	or this Client	t
Caseload Scheduled	Services Shortcuts							

3. In the "Medication" field, type the first few letters (at least three) of the OTC medication, and click "Search."

Medication Details: New Clie	ent Instruction		<b>→</b> ₽
Medication Search			Search
Medication bena			Nickname
Strength	Dose Form	Route	Common
Drug Class			Formulary
🔲 Generic	Dispense as Written Sample	📃 Discontinued 📃 Internal Formula	ary

DHP

4. Locate the appropriate OTC medication on the list and double click on it, or single click and click "Select" at the top.

Med	ication Lookup	x
File Lookup Panel		_
Select Close Panel Actions Close		
Click on the search button to perform a search for r	medications based on the criteria in the top s	section.
Medication Search		
Begins with O Includes Medication E	pena	Search
		Nickname
		Clear
Medication Query Filters		
Strength	Include Herbs only	<ul> <li>Include Only ———</li> <li>All</li> </ul>
Dose Form	Include Vitamins only	Generic Names
	Include IV Medications only	O Brand Names
Route	Include Obsolete Medications	Generic Products
		Brand Products
Medication List		
Medication A	Туре	Trans O
Benadryl	Brand Name	=
Benadryl 1% topical spray	Brand Product	
Benadryl 12.5 mg oral tablet, chewable	Brand Product	
Benadryl 2% topical cream	Brand Product	
Benadryl 25 mg oral capsule	Brand Product	
Benadrvl 25 mg oral tablet	Brand Product	×

5. Enter the appropriate information in the "Sig Builder" and "Sig Information" fields, select the "Issue Method," and click "Save."

Sig Builder						
🔲 Free Text	Action	Dose Qty	Unit	Route	Frequency	
	Chew	1	tablet(s)			
Modifiers						
Sig Information						
Sig	Chew 1 tablet(s)					
Days Supply	60	Qty To Dispense		Unit		
Start Date	09/22/2015	End Date	11/20/2015 Earliest Fill	Date //	Refills Estimated Dates	
Add Instructions						
	External	Prescribi	ing Physician			
Internal Notes						
Written Date	09/22/2015					
Issue Method	Select Issue	Method				Save
		Print				Cantor
Iedication List	Medication Deta		fault Printer) 🕨			
		Do Not Send				
		Hand Writte	en			
		Verbal				



6. If you are a Prescriber, select the "Final Approve Changes" button.

۲ <u>.</u>						1	Medicat	tions fo	r													
File		Medi	cations	Mainten	ance												_					
F	5	]	<b>-</b>	2	<b>9</b> +			Con Con	1	Ľ	×		Ba					-		<b>İ</b>		<b>X</b>
Nev Prescrip			Medica Order		Client A ruction	dd Pre-ex Medicat		Discard Pre Cha	e-Approve nges				ord Verl wed Ch	anges		Appro anges		/ all Client dications	Displa Attachmen	ay Client t Informat	ion	Close Panel Close
Medic	ation	List			-																	-
Ev	Pr	Wr	Туре	Med/	Medic	Stren	Dose	Route	Sig	Note t	Start	Da	End	D D	)   R.	Di	Staff	Status	Super	Prescr	Earl	F/A
2238 2	2928	01/	Pres	Gluco	Gluco	500 mg	tablet	oral	Take 1		01/	0			0	30	RN1 D					<b></b>
2238 2	2929	01/	Pres	Wellb	Wellb	75 mg	tablet	oral	Take 1		01/	0			0	30	RN1 D					<b>~</b>
2243 2	2936	01/	Pres	Lexapr	Lexapro	10 mg	tablet	oral	Take 1		01/	0			0	30	RN1 D					
	2945	01/	Pres	New	New	20 mg	Tablet	Oral	Take o		01/	30	02/		0	12	RN1 D					
2248 4												~~			•		DNH D					
	2946	01/	Me	halop	halop	decan	solution	i intram	lake 1		01/	90	04/		0		RN1 D					$\sim$

Note: Clinical Support Staff will "Pre-Approve Changes." See "Pre-Approve Changes to a New Prescription (Clinical Support Staff)."

7. The medication query automatically launches. If there is a "Major Alert," type in the "Alert Acknowledgement Comments" field. Select "Save and Close."

	Results	or:				x
File Query Medica	tion Results					
Print Save and Close Panel Actions Close	y ran by RN1 DHP on	01/12/2023 at 11:58 A	.m.			
Query Results	Currently Viewin	g Information for Al	erts			
- Alerts - Informational	Medication	Trigger	Severity 🔺	Plausibility	Туре	^
Reference Literature	Lexapro		4 - General Wa		General Warning / C.	
Usual Dose	haloperidol		4 - General Wa	/	General Warning / C.	_
Leaflets	Benadryl		4 - General Wa	/►	General Warning / C.	
	Patients currently Use in pediatric p Pyloroducdenal of Stenosing peptic	the active component taking MADIs (AU), or atients (for further detail struction (AU, UK-tabi Lacer (AU, UK-tabiets)	sts)	AOIs within the last 2 we		<ul> <li>III</li> <li>V</li> </ul>
	Alert Acknowled	gement Comments				



8. On the "Medication Changes" screen, selecting "Sign" will constitute as final approval.

Medication Changes for		
ile		
nt		-
scriber		
11 DHP	NPI: 0	Alerts B
,, Phone: Fax:		5 Major 0 Minor 6 Moderate 5 Genera
erbal		Do Not Send
Benadryl 12.5 mg tablet, chewable		
Chew 1 tablet(s)		New Medication Order
#0, Refills: 0, DAW: No, Date Written: 01/12/2023		
		Sign

9. The new OTC medication then displays in the "Medications" pane of the Client Panel.

-													_
📥 FAKE TES	ST											<b>▼</b> 9	7 O Y
Medications													•
W Med/Str Type	Sig	Addition Ext	ernal Voided	Discontinued	DAW	ample R	Renewal	Disp	Issue Me	Staff Name	Note to Me	d Co Earli.	F//
08 SEROqu Pre-exis	sting Medica Ta	. [	~			0				ONE, MD			2
08 lithium 1 Pre-exis	sting Medica Ta	. [	~			0				ONE, MD			2
08 Wellbutri Prescrip	ption Ta					0		90 /	Printed	ONE, MD			2
09 Glucoph Pre-exis	sting Medica Ta					0				ONE, MD			<b>Z</b>
09 Wellbutri Prescrip	ption Ta					<b>V</b> 0		60 /	Samples	ONE, MD			<b>~</b>
09 New Me Prescrip	ption Ta					0		120 /	Hand Wri	ONE, MD			<b>~</b>
09 haloperi Medicat	tion Order Ta					0			Verbal	ONE, MD			
09 Benadryl Client Ir	nstruction Ch					0			Printed	ONE, MD			V
													_
Face Sheet Pre-Intak	e Medications M	Medical Conditions	Assessments	Primary Assig	gnm	Primary D	iagnosis Pr	imary Subs	stan O	urrent Client Plan	Progress Notes	Primary Insu	iranc

#### J.

Note: Prescribers will have to final approve (or discard) pre-approved Client Instructions that have been staged by their Clinical Support Staff. Also, Prescribers will have to co-sign and final approve for any Non-Prescribers they supervise. See "Prescribers: Final Approving a Pre-Approved Medication."

## **RENEWING A PRESCRIPTION**

Note: Renewing a prescription is the same as refilling a prescription.

1. Select the appropriate client, and double click on any medication in the "Medications" pane.

Medications								-
Vri Med/Str/DF T. Sig	Additional Ins External	/oided Discontir	ued DAW Sample	e Refills Renewa	Dispens Issue Method	Staff Name 🔺	Note to Phar Med Co	nsent Earliest
2/ Wellbutrin P. Take				0	60 / Tabl	ONE, MD		
12/ haloperid P. Take				0	90 / Tabl	ONE, MD	v	
12/ Wellbutrin P. Take				0	60 / Tabl	ONE, MD		
2/ New Med P. Take				0	120 / Tab	ONE, MD		
12/ haloperid M. Take				0		ONE, MD		
12/ Benadryl 1 C. Chew				0		ONE, MD		

2. The client's medications appear in a new window. Right click on the medication you wish to renew. A drop down menu appears. Select "Renew."

Medi	icatio	n List																			•
Ev	Pr	Wri	Type	Med/St	. Medica	Strength	Dose F	Route	Sig	Note t	Start	Da	End	D D	R	Di	Staff N Status	Superv	Prescri	Earl	F/A
12	23	08/	Pre	SEROq	SEROquel	25 mg	tablet	oral	Take 1		01/	0			0		ONE, MD		Dr. Att		
12	23	08/	Pre	lithium	lithium	150 mg	capsule	oral	Take 1		01/	0			0		ONE, MD		Dr. Att		<b>~</b>
12	23	08/	Pres	Wellbut	. Wellbutrin	75 mg	tablet	oral	Take 1		08/	0			0	90	ONE, MD				$\overline{\mathbf{v}}$
12	23	09/	Pre	Glucop	Glucop	500 mg	tablet	oral	Take 1		08/	0			0		ONE, MD				
12	23	09/	Pres	Wellbut	. Wellbutrin	100 mg	tablet	oral	Take 1		09/	30	10/		0	60	ONE, MD				<b></b>
					New Med	20 mg	Tablet	Oral	Take o		09/		10/		0	12	ONE, MD				
			Medi	(Ø,	Renew				. Take 1		09/		12/		0		ONE, MD				
12	23	09/	Clien	В	– Discontinu	le	_	oral	Chew 1		09/	60	11/		0		ONE, MD				
				1	Edit																
				×	<u>V</u> oid																
				×	<u>D</u> elete																
				C	Co <u>p</u> y halo	peridol	•														
					Query this	Medicatio	on														
				0	Infobuttor	ı															

3. A new window is launched. If desired, change the "Sig Builder" and "Sig Information." The "Start Date" defaults to the date after the previous prescription would have ended. Select a new "Issue Method" and select "Save."

Sig Builder					
🔲 Free Text	Action	Dose Qty	Unit	Route	Frequency
	Take	1	unit(s)	Intramuscularly	weekly
Modifiers					
Sig Information					
Sig	Take 1 unit(s) Ini	tramuscularly weekl	y .		
Days Supply	90	Qty To Dispense	l	Jnit	
Start Date	12/21/2015	End Date	03/19/2016 Earliest Fill D	ate //	Refills Estimated Dates
Add Instructions					
	External	Prescribi	ng Physician		
Internal Notes					
Written Date	09/22/2015				
Issue Method	Select Issue	<u>Method</u>			Save
Medication List	Medication Detai	ls: Renew Medicatio	on Order		

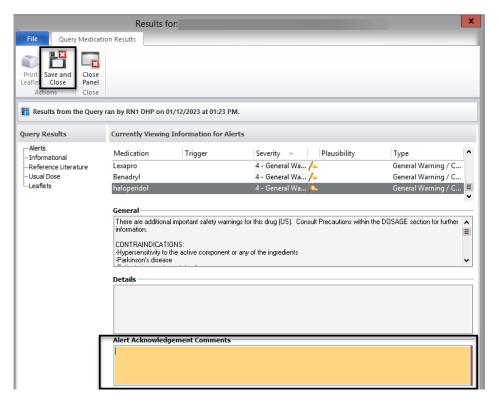
Note: The "Note to Pharmacy" is seen by the pharmacy, but the "Internal Notes" are only seen by clinical staff. The "Internal Notes" will not show in a printed or transmitted prescription.

4. If you are a Prescriber, click the "Final Approve Changes" button.

Pr				1	Nedicat	tions fo	r										
File	Medication	s Mainten	ance								-		-				
E5	Ē+		S+	Ē.		Contraction of the	3			BR						D,	×
New Prescription	New Medica n Order		/ Client /	Add Pre-ex Medicat			e-Approve nges	d Pre-Approve Changes		d Verball ed Chang		l Approv hanges		all Client lications	Displa Attachment	y Client Informat	Close ion Panel
	N	1edication	IS								Actions		-				Close
Medicatio	on List																•
Ev   Pr	Wr Type	Med/	Medic	. Stren	Dose	Route	Sig	Note t Start	Da	End D	D F	Di	Staff	Status	Super	Prescr	Earl F/A
2238 2928	01/ Pres	Gluco	Gluco	500 mg	tablet	oral	Take 1	01/	0		0	30	RN1 D				
2238 2929	01/ Pres	. Wellb	Wellb	75 mg	tablet	oral	Take 1	01/	0		0	30	RN1 D				
2243 2936	01/ Pres	. Lexapr	Lexapro	10 mg	tablet	oral	Take 1	01/	0		0	30	RN1 D				
2248 2945	01/ Pres	. New	New	20 mg	Tablet	Oral	Take o	01/	30 (	02/	0	12	RN1 D				
2249 2946	01/ Me	halop	halop	decan	solution	intram	Take 1	01/	90 (	04/	0		RN1 D	Renewed			
2250 2947	01/ Me	Benad	Benad	. 12.5 ma	tablet	oral	Chew	01/	60 (	03/	0		RN1 D				
0 0	01/ Me	halop	halop	decan	solution	intram	Take 1	04/	. 90 (	07/	0			Renew			

W Note: Clinical Support Staff and Non-Prescribers will "Pre-Approve Changes." See "Pre-Approve Changes to a New Prescription (Clinical Support Staff).

5. The medication query automatically launches. If there is a "Major Alert," type in the "Alert Acknowledgement Comments" field. Select "Save and Close."





6. On the "Medication Changes" screen, selecting "Sign" will constitute as final approval.

File	6368 Male Born: 01/01/1990 (TRAIN)		
ent			
IP Phone: Fax:			
escriber			
N1 DHP	NPI: 0		rts 🖪
,, Phone: Fax:		5 Major 6 Moderate	0 Minor 5 General
Hand Written		Do	o Not Send
haloperidol decanoate 100 mg/mL solution Take 1 unit(s) Intramuscularly weekly			
#0, Refills: 0, DAW: No, Date Written: 01/12/2023		Renew Medica	ation Order
- o, nemilis o, orani no, oute anneni o n'ie/eoeo			
			1

7. The renewed prescription then displays in the "Medications" pane of the Client Panel.

ledications														
V Med/Str Type	Sig	Addition External V	oided Discon	tinued [	DAW Sample	R	Renewal	Disp I	ssue Me	Staff Name	Note to	Med Co	Earli	F/A
8 SEROqu Pre-existing Medic	Та					0				ONE, MD				
8 lithium 1 Pre-existing Medic	Та					0				ONE, MD				<b>~</b>
8 Wellbutr Prescription	Та					0		90 / P	rinted	ONE, MD				<b>_</b>
9 Glucoph Pre-existing Medic	Та					0				ONE, MD				<b>_</b>
9 Wellbutr Prescription	Та					0		60/ S	Samples	ONE, MD				<b>_</b>
9 New Me Prescription	Та					0		120 / H	Hand Wri	ONE, MD				
9 haloperi Medication Order	Та					0		v	/erbal	ONE, MD				
9 Benadry Client Instruction	Ch					0		p	rinted	ONE MD				
9 haloperi Medication Order	Та					0	<b>V</b>	٧	/erbal	ONE, MD				

Note: Prescribers will have to final approve (or discard) pre-approved renewal medications that have been staged by their Clinical Support Staff. Also, Prescribers will have to co-sign and final approve for any Non-Prescribers they supervise. See "Prescribers: Final Approving a Pre-Approved Medication."

#### **EDITING A MEDICATION**

A medication can only be edited <u>BEFORE</u> it has been final approved. You would do this, for example, if you are in the middle of a prescription and realize you've made a minor error. If a medication needs editing after final approval, the medication would need to be voided or discontinued and re-entered as a new prescription.

Also, Prescribers can edit medications that have been staged for them and have been "preapproved."

Prescribers, Non-Prescribers, and Clinical Support Staff all have access to edit a medication before final approval.

1. In the "Medication Maintenance" window, right click on the non-final approved medication you wish to edit, and click "Edit."

25						M	Medica	tions fo	r												
File		Med	ication	s Mainter	nance																
Ę	3		<u>:</u>	1	S+			C.M.		E	3		ZQ						1	[	
Ne Prescr	w iption		Medica Order		ruction	dd Pre-ex Medicati			e-Approvo nges	ed Pre-App Chang			ord Ver wed Ch	bally Fina langes Cl Actions			all Client dications	Displa Attachment	iy Client t Informat	ion F	lose anel lose
Medi	catio	n List		reareation										Accions							•
v	Pr	Wr	Туре	Med/	Medic	. Stren	Dose	Route	Sig	Note t	Start	Da	End	D D R	Di	Staff	Status	Super	Prescr	Earl	F/A
238	2928	01/	Pres	Gluco	Gluco	500 mg	tablet	oral	Take 1		01/	0		0	30	RN1 D					
238	2929	01/	Pres	Wellb	Wellb	75 mg	tablet	oral	Take 1		01/	0		0	30	RN1 D					
243	2936	01/	Pres	Lexapr	. Lexapro	10 mg	tablet	oral	Take 1		01/	0		0	30	RN1 D					
						20 mg			Take o		01/		02/	0	12	RN1 D					
						decan					01/		04/	0		RN1 D					
						. 12.5 mg			Chew		01/		03/	0		RN1 D					
					halop	decan	solution	intram			04/		07/	0		RN1 D					
	0	01/	Pres	Predc	C R	enew			tablet		01/	30	02/	0	60		New Pre.				
					XD	iscontinue	e														
					LE	dit															
					XV	oid	Calls	this new l	Andiantia												
					X	elete	Cuit	unis new i	vieulcatio	///											
						opy Predo	or														
					-	uery this N															
					-		vieurcatio	"													
					0	fobutton															

2. A new window launches. Make the appropriate change in the "Sig Builder" portion of the window. In this example we will change the frequency from 3 times a day to 2 times a day. Then, select the "Save."

Sig Builder		-	-									
🔲 Free Text	Action	Dose Qty	Unit	Route	Frequency							
	Take	2	tablet(s)	by mouth								
Modifiers		L										
Sig Information												
Sig	Take 2 tablet(s) by mouth											
Days Supply		Qty To Dispense	120	Jnit TAB Ta	ablet(s)							
Start Date	09/23/2015	End Date	// Earliest Fill D	ate //	Refills Estimated Dates							
Note to Pharmacy					B							
	External	Prescribi	ng Physician									
Internal Notes												
Written Date	09/23/2015											
🛆 Issue Method	Print: Adobe	PDF (from LH7	<u>'UOCNU3489JN3) in sessio</u>	<u>n 20</u>	Save Cancel							

3. Complete the final approval process.

## **DISCONTINUING A MEDICATION**

Prescriptions are automatically discontinued in DHP if there is an end date in the Sig Builder and the end date has passed. However, there may be time when you want to discontinue a medication in the client's record (for example, you find out that the pre-existing medication that was prescribed by another Prescriber has been terminated, or you learn the client has stopped taking a medication). Discontinuing a medication does NOT alert the pharmacy- you must contact the pharmacy directly to let them know.

1. Select the appropriate client, and double click on the medication you wish to discontinue in the "Medications" pane.

3							
📥 TEST FAKE						•	Ф 🗆 ×
Medications							<b>→</b> ₽
Wri Med/Str/DF T. Sig	Additional Ins External Voide	d Discontinued DAW Sampl	e Refills Renewa	I Dispens Issue Method	Staff Name 🔺	Note to Phar Med Consent Earl	liest 🔺
12/ Wellbutrin P. Take			0	60 / Tabl	ONE, MD		
12/ haloperid P. Take			0	90 / Tabl	ONE, MD		
12/ Wellbutrin P. Take			0	60 / Tabl	ONE, MD		
12/ New Med P. Take			0	120 / Tab	ONE, MD		
12/ haloperid M. Take			0		ONE, MD		
12/ Benadryl 1 C. Chew			0		ONE, MD		
12/ Wellbutrin P. Take			0 🗹	60 / Tabi	ONE, MD	<b>~</b>	
							-
Face Sheet Pre-Intake Mee	dications Medical Conditions Ass	essments Primary Assignment	Primary Diagnosis	Primary Substance Abuse	Current Client Plan	Progress Notes Primary Insurance Coverage	

2. The "Medications List" for that client will launch. Right click on the medication you wish you discontinue. A drop down menu will launch. Click on "discontinue."

DT.						1	Vedic	ations fo	r													
File	2	Med	ication	s Mainten	ance																	
F	5		<b>.</b>		S+				3	Ľ	×		20		2							
	ew ription		Order	Inst	ruction	dd Pre-ex Medicati		Discard Pr Cha	e-Approv inges				ord Ver	bally <b>Fi</b> hanges				y all Client dications	Disp Attachmer	lay Client nt Inform		Close Panel
_			M	ledication	ns									Action	15							Close
Med	icatio	n List																				-
Ev	Pr	Wr	Туре	Med/	Medic	Stren	Dose .	Route	Sig	Note t	. Start	Da	End	D D	R	Di	Staff	Status	Super	Prescr.	Earl.	F/A
2238	2928	01/	Pres	Gluco	Gluco	500 mg	tablet	oral	Take 1		01/	0			0	30	RN1 D					
2238	2929	01/	Pres	Wellb	Wellb	75 mg	tablet	oral	Take 1		01/	0			0	30	RN1 D					
2243	2936	01/	Pres	Lexapr	Lexapro	10 mg	tablet	oral	Take 1		01/	0			0	30	RN1 D					
2248	2945	01/	Pres	New	New	20 mg	Tablet	Oral	Take o		01/	30	02/		0	12	RN1 D					
								on intram	. Take 1		01/	90	04/		0		RN1 D					
2250	2947	01/	Me	Benad	Benad	12.5 mg	G	<u>R</u> enew			01/	60	03/		0		RN1 D					
2251	2948	01/	Me	halop	halop	decan	× .	Discontin	Je		04/	90	07/		0		RN1 D					$\overline{\mathbf{v}}$
0	0	01/	Pres	Predc	Predcor	50mg	2	<u>E</u> dit	Dis	scontinue	a Pres	on criptio	n / Me	dication	1 <sup>0</sup>	60		New Pre	<u></u>			
							X	Void							-							
							X	<u>D</u> elete														
							0	Copy halo	peridol	Þ	1											
								Query this	Medicati	ion												
							0	Infobutto	n													
											6											

DHP

3. The "Medication Details: Discontinue Prescription" window launches. The end date will default to the current date (but may be changed). Enter the "Issue Method" and click "Save."

Pr.		M	edications for						x
File Med	ications Maintenanc	e		_					_
New New Prescription	Medication New Cli Order Instruct Medications				Approved Chang		e Query all Client Medications Atta	Display Client chment Informatio	Close Close Close Close
Medication Deta	ails: Discontinue Me	edication Order							<b>→</b> ‡
Medication Sear	·ch								
Free Text									Search
Medication	haloperidol								Nickname
Strength	decanoate 100 mg/m	L	Dose Form solution		Route intramuse	ular			Common
Drug Class									Formulary
	🗸 Generic	Dispense as Wr	itten 🗹 Discontinue	ed 📃 I	nternal Formulary				
Sig Builder									
Free Text			nit	Route		iency			
	Take 1	ur	nit(s)	Intramuscula	ly week	ly .			
Modifiers									
Sig Information	<b>* 1 4 - 2001</b>								
-	Take 1 unit(s) Intramu			Jnit					
Days Supply		y To Dispense							
	01/12/2023	End Date 01	/12/2023 Earliest Fill D	ate //	Refills		Estimated Dates		
Addl Instructions									
	External	Prescribing F	Physician						
Internal Notes									
Written Date	01/12/2023	Originally cor	nmunicated verbally to Clie	nt					
Issue Method	Do Not Send: Ha	Print						Save	Cancel
Medication List	Medication Detai	Print (No	Default Printer) >						
		Do Not Send							
Logged on as RN1	DHP	Hand Wr	itten	DHP20	120224 Template	Loaded	No Changes		
		Verbal							

4. You are returned to the "Medications Maintenance" window. A green check now appears in the "Discontinued" column for this medication. If are you a prescriber, click the "Final Approve Changes" button.

25				Ν	/ledicat	ions fo	r								2
File	Medications	Mainten	ance								_		-		
	Ē.	-	9 <b>+</b>				1 (E. 1)	×		R		<b>}</b>	<b>B</b>		
New Prescription			ruction	dd Pre-exi Medicati			e-Approve nges	d Pre-Approve Changes		Verbally d Changes Act	Final A Char ions		Query all Client Medications	Display Client Attachment Information	Close Panel Close
Medication	List														<b>▼</b> 4
Ev Pr	Wr Type	Med/	Medic	Stren	Dose	Route	Sig	Note t Start	Da Er	nd Dis	D R	Di 9	Staff Status	Super Prescr Earl	F/A
2238 2928	01/ Pres	Gluco	Gluco	500 mg	tablet	oral	Take 1	01/	0		0	30 F	RN1 D		
2238 2929	01/ Pres	Wellb	Wellb	75 mg	tablet	oral	Take 1	01/	0		0	30 F	RN1 D		
2243 2936	01/ Pres	Lexapr	Lexapro	10 mg	tablet	oral	Take 1	01/	0		0	30 F	RN1 D		
2248 2945	01/ Pres	New	New	20 mg	Tablet	Oral	Take o	01/	30 02	/	0	12 F	RN1 D		
2249 2946	01/ Me	halop	halop	decan	solution	intram	Take 1	01/	90 01	/ 🗹	0	F	RN1 D Discont	i	
2250 2947	01/ Me	Benad	Benad	12.5 mg	tablet,	oral	Chew	01/	60 03	/	0	F	RN1 D		
	01/ Me	halan	halan	deene	a alustiana	intrana	Take 1	04/	00 07	V	0		RN1 D		

Note: Clinical Support Staff and Non-Prescribers will "Pre-Approve Changes." See "Pre-Approve Changes."

the



	Results	for:			x	
File Query Medicat Print Save and Leafle Actions Close Results from the Query		01/12/2023 at 02:07 PN				
Query Results	Currently Viewin	g Information for Ale	rts			
- Alerts - Informational - Reference Literature - Usual Dose - Leaflets	acidosis. In additi rarely occurs duri amounts can lowe exercise. The me hypoglycemia. Ep <b>Details</b>	ion, alcohol may cause hy ng treatment with metformi er blood sugar significantly chanism involves inhibitio	poglycemia or hyperglyce n alone, the risk may incr , especially when the alc n of both gluconeogenes	n on lactate metabolism mia in patients with diate ease with acute consum ohol is ingested on an e is as well as the counter	Type Medication to Food I Duplicate Therapies Medication Interacti Medication Interaction Although hypoglycenia piton of alcohol. Even modes By contrast. chronic alcohol By contrast. chronic alcohol	5. The medication query automatically launches. If there is a "Major Alert," type i "Alert Acknowledgement Comments" field Select "Save and Close."

6. On the "Medication Changes" screen, selecting "Sign" will constitute as final approval.

Medication Changes for		
lient		
Prescriber RN1 DHP	NPI: 0	Alerts E
,, Phone: Fax:	NP1: 0	5 Major 0 Minor 6 Moderate 5 Genera
Verbal haloperidol decanoate 100 mg/mL solution		Do Not Seno
Take 1 unit(s) Intramuscularly weekly	Di	scontinue Medication Order
#0, Refills: 0, DAW: No, Date Written: 01/12/2023		
		·

7. The discontinued prescription then displays in the "Medications" pane of the Client Panel with a green check-mark in the "Discontinued" column.

者 FAK	E TES	г														<b>→</b> 4		×
Medications							_										•	<del>ņ</del>
W Med/St	. Type	Sig	Addition	External	Voided	Discontinued	DAW Sample	R	Renewal	Disp	Issue Me	. Staff	Name	Note to	. Med Con.	Earli   F	-/A	
0 haloper	. Medicati	Та						0			Verbal	ONE,	MD				<b>2</b> [	1
0 SEROq	Pre-exis	Ta						0				ONE,	ИD					
0 lithium	Pre-exis	Ta						0				ONE,	ЧD				<b>V</b>	
0 Wellbut	. Prescrip	Та						0		90 /	. Printed	ONE,	ЧD				2	Ŧ
		_	_															
Face Sheet	Pre-Intake	Mer	dications	Medical Cond	iti	Assessments	Primary Assign	Prim	ary Diagn.	P	rimary Subst	ta C	urrent Clien	t Progr	ess Notes	Primary Ins	ura	

Note: Prescribers will have to final approve (or discard) pre-approved discontinued medication that has been staged by their Clinical Support Staff. Also, Prescribers will have to co-sign and final approve for any Non-Prescribers they supervise. See "Prescribers: Final Approving a Pre-Approved Medication."

# **VOIDING A MEDICATION**

The use of "Void" is only completed on medications that have been Final Approved in error (such as accidently prescribing a medication for the wrong client). Voiding a medication does NOT alert the pharmacy- you must contact the pharmacy directly to let them know.

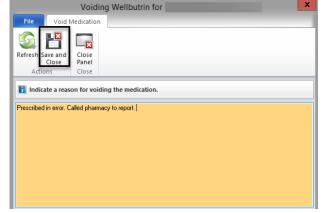
1. Select the appropriate client, and double click on the medication you wish to void in the "Medications" pane.

TEST FAKE													<b>→</b> ₽ □
Medications													-
Vri Med/Str/DF T. Sig Addi	tional Ins External V	oided Discon	itinued DAW Sampl	e Refills F	Renewal D	spens	Issue Method	i Staff Name	▲	Note to	Phar Me	d Consent	Earliest.
2/ Wellbutrin P. Take				0	6	/Tabl		ONE, MD					
2/ haloperid P. Take				0	91	/Tabl		ONE, MD					
2/ Wellbutrin P. Take				0	6	/Tabl		ONE, MD					
2/ New Med P. Take				0	1:	0/Tab		ONE, MD					
2/ haloperid M. Take				0				ONE, MD					
2/ Benadryl 1 C. Chew				0				ONE, MD					
2/ Wellbutrin P. Take				0	<b>2</b> 61	/Tabl		ONE, MD		Ŧ			
Face Sheet Pre-Intake Medication	ns Medical Conditions	Assessments	Primary Assignment	Primary Dia	agnosis P	imary Sub	stance Abuse	Current Client Pla	n Prog	ress Notes	Primary In	isurance Cov	erage
Taco Shoot The Interio Theateado	D TROUCUT CONDUCTO	100000000000000000000000000000000000000	r mary nooigninone	Transity bit	agnosis i	indi y bab	Starico Hibabo			,000,10000			orago

2. The "Medication List" for the client launches. Right click on the medication you wish to void and click, "Void."

Pr. Media	ations for	x
File Medications Maintenance		
🔁 🔒 🔒 🕃	🔟 💾 🔐 🔒 💕 👬	×
New New Medication New Client Add Pre-existing Prescription Order Instruction Medication Medications	Discard Pre-Approve Record Verbally Final Approve Query all Client Display Client Changes Approved Changes Changes Medications Attachment Information Actions	Close Panel Close
Medication List		<b>→</b> ₽
Ev Pr Wr Type Med/ Medic Stren Dose	Route Sig Note t Start Da End Dis D R. Di Staff Status Super Prescr Earl	F/A
2238 2928 01/ Pres Gluco Gluco 500 mg table	oral Take 1 01/ 0 0 30 RN1 D	
2238 2929 01/ Pres Wellb Wellb 75 mg table		
2243 2936 01/ Pres Lexapr Lexapro 10 mg table	oral Take 🤨 Renew 0 30 RN1 D	
2248 2945 01/ Pres New New 20 mg Table	: Oral Take 🗙 Discontinue 0 12 RN1 D	
2250 2947 01/ Me Benad Benad 12.5 mg table		
2251 2948 01/ Me halop halop decan soluti	on intram Take 🗙 Void 0 RN1 D	
	▶ Delete Void this Medication	
	Copy Wellbutrin	
	2 Query this Medication	

3. A new window launches which allows narrative text to be entered. Document the reason for voiding, and select "Save and Close."



 The "Medication Maintenance" window is launched. If you are a Prescriber, click the "Final Approve Changes" button.

Pr				N	Nedica	ations fo	r							2
File	Medications	Maintena	ince							_				
	<b>•</b> +	-	-				0		30					×
New Prescription	New Medica Order		Client A uction	dd Pre-ex Medicati		Discard Pr Cha	e-Approv inges	ed Pre-Approv Changes			hal Approve Changes	Query all Client Medications	Display Client Attachment Information	Close on Panel
	М	edications								Actions	s			Close
Medication	n List													<b>▼</b> 1
Ev Pr	Wr Type	Med/	Medic	Stren	Dose	Route	Sig	Note t Sta	t Da End	Dis D	. R., Di., St	taff Status	Super Prescr	Earl F/A
2238 2928	01/ Pres	Gluco	Gluco	500 mg	tablet	oral	Take 1	. 01/	0		0 30 R	N1 D		
2220 2020	01/ Pres	Wellb	Wellb	75 mg	tablet	oral	Take 1	. 01/	0		0 30 R	N1 D Void Pre	2	

W Note: Clinical Support Staff and Non-Prescribers will "Pre-Approve Changes." See the "Pre-Approve Changes" section.

5. The medication query automatically launches. If there is a "Major Alert," type in the "Alert Acknowledgement Comments" field. Select "Save and Close."

	Results	for:				x	
File Query Medica	ation Results						
Print Save and Close Panel Actions Close		01/12/2023 at 02:49 PN	4.				Note: Prescribers will have to final approve (or discard) pre
Ouerv Results		a Information for Ale					
- Alerts - Informational - Reference Literature - Usual Dose - Leaflets	acidosis. In additi rarely occurs durin amounts can lowe exercise. The me	ion, alcohol may cause hy ng treatment with metform er blood sugar significantly chanism involves inhibitio	poglycemia or hyperglyc n alone, the risk may inci , especially when the alc n of both gluconeogene:	n on lactate metaboli emia in patients with rease with acute con schol is ingested on a is as well as the cou	Type Medication to Food Medication Interacti Medication Interacti Medication to Food sm and increase the risk of lactic diabetes. Although hypoglycemia sumption of alcohol. Even modest in empty stomach of following interregulatory response to n. By contrast, chronic alcohol		approved voided medication that have been staged by their Clinical Support Staff. Also, Prescribers will have to co-sign and final approve for any Non- Prescribers they supervise. See "Prescribers: Final Approving a Pre- Approved Medication."
	Alert Acknowled	dgement Comments -					



6. On the "Medication Changes" screen, selecting "Sign" will constitute as final approval.

Medication Changes for		×
File Contract of the second		
ent		
scriber		
N1 DHP	NPI: 0	Alerts B
,, Phone: Fax:		2 Major 0 Minor
		4 Moderate 4 General
/oid		Do Not Send - Void
Wellbutrin 75 mg tablet Take 1 tablet(s) by mouth		
#30 Tablet(s), Refills: 0, DAW: No, Date Written: 01/11/2023		Void Prescription
#30 Tablet(S), Renns, 0, DAW, NO, Date Written, 01/11/2023		
		Sign

7. If "Show Voids" is selected in the filters, the voided prescription then displays in the "Medications" pane of the Client panel with a check mark in the "Voided" column.

📥 TEST FAKE							
Medications							•
//r Med/Str/ T Sig Additional I External	l Voided Discontinu	ed DAW Sample Ref.	Renewal Dispen.	Issue Method Staff	Name 🔺	Note to Ph M	1ed Cons Earlie
12/ Glucoph P Take		0		ONE			
2/ Wellbutri P Take		0	30/Ta	ONE	, MD		
2/ Zoloft 25 P Take		0	30/Ta	. ONE	, MD		
12/ Ambien P Take		0	30 / Ta	. ONE	, MD		
2/ Wellbutri P Take		0	60/Ta	. ONE	, MD		
2/ haloperi P Take		0	90/Ta	. ONE	, MD		
2/ Wellbutri P Take	2	<b>2</b> 0	60/Ta	. ONE	, MD 👻		
2/ New Me P Take		0	120 / T	. ONE	, MD		
2/ haloperi M Take		0		ONE	, MD		
2/ Benadryl C Che		0		ONE	, MD		
2/ Wellbutri P. Take		0	🔽 60 / Ta	. ONE	, MD		
Face Sheet Pre-Intake Medications Medical Co	onditions Assessment	s Primary Assignm	Primary Diagnosis	Primary Substan Cu	urrent Client Plan	Progress Notes	Primary Insuranc.

### **DELETING A MEDICATION**

A medication can only be deleted <u>BEFORE</u> it has been final approved. You would do this, for example, if you are in the middle of a prescription and realize you've made an error.

Also, Prescribers can delete medications that have been staged for them and have been "preapproved."

Prescribers, Non-Prescribers, and Clinical Support Staff all have access to delete.

1. In the "Medication Maintenance" window, right click on the medication you wish to delete, and click "Delete."

Dr							1	Medica	tions for	r													×
	File		Med	ication	s Mainten	ance																	-
	Ne	ptior		Order	ation Nev Inst	ruction	dd Pre-ex Medicat	isting [	Discard Pre Chai	Approve nges				ord Ver	hange	Final s Cha tions			all Client	Displa	y Client t Informat	tion	Close Panel Close
M	edi	atio	n List																				<b>₩</b> ₽
Ev		Pr	Wr	Туре	Med/	Medic	Stren	Dose	Route	Sig	Note t	Start	Da	End	Dis	D R	Di	Staff	Status	Super	Prescr	Earl	F/A
					Gluco					Take 1		01/				-		. RN1 D					
					Lexapr		-			Take 1		01/		027		-		. RN1 D RN1 D					
					. New Benad					Take o Chew		01/		02/		0		RN1 D					
									intram			04/		07/		0		RN1 D					
0		0			Zoloft	· · ·				Take 1		01/	. 30	02/		0	60		New Pre.				
												Ċ	<u>R</u> enew	1									
												×	Discon	tinue									
												1	<u>E</u> dit										
												X	<u>V</u> oid				4						
												X	<u>D</u> elete										
											- 1	6	Copy Z	oloft		>	Τ.						
													Query	this Me	edicati	on	ete thi	s new Me	edication				
												0	Infobu	itton									

2. The following message will appear. Click "Yes."



3. The medication is removed from the "Medication Maintenance" window. Click "Close Panel."

i anci.									
Pr			Medic	ations for					x
File	Medications Ma	intenance							
	<b>-</b>	<b>S</b> +			30		<b>=</b>		
New Prescription		New Client Instruction	Add Pre-existing Medication	Discard Pre-Approved Changes	Record Verbally Approved Changes			Display Client Attachment Information	Close Panel
	Medio	ations			Acti	ons			Close

### **COPYING A MEDICATION**

Doctor's Homepage offers a copy medication feature. The copy feature will allow the details of a medication to be copied into a new prescription, new medication order, new client instruction or new pre-existing medication for the selected client. Any medication type can be copied to a new record of the same or any other type, regardless of the original record's approval status (pre-approved or final approved).

The copy medication feature allows for easy prescribing of the **exact** medication the client has already taken. DHP users will not have to re-search for the medication, re-select the correct dosage, or re-fill out the Sig Builder information.

Only data relevant to the new record will be brought forward. For instance, a pre-existing medication with an active external prescribing provider will not bring the provider's name forward to the new copied record.

1. Select the appropriate client, and double click on any medication in the "Medications" pane.

Medications										
//ri   Med/Str/DF   T.   Sig	Additional Ins	External Voided Discor	ntinued DAW Sample	e Refills Renewa	I Dispens	Issue Method	Staff Name 🔺	Note to F	har Med Consent	Earliest.
2/ Wellbutrin P. Tal	ke			0	60 / Tabl		ONE, MD			
12/ haloperid P. Tal	ke			0	90 / Tabl		ONE, MD	-		
2/ Wellbutrin P. Tal	ke			0	60 / Tabl		ONE, MD			
2/ New Med P. Tal	ke			0	120/Tab		ONE, MD			
12/ haloperid M. Tal	ke			0			ONE, MD			
12/ Benadryl 1 C. Ch	ew			0			ONE, MD			

2. The client's medications appear in a new window. Right click on the medication you wish to copy. A drop-down menu appears. Select "Copy," from the submenu select the new type of prescription you would like to issue.

5	-							neureu	tions fo														
File		Medi	cation	s Mainte	nance																		
h	<b>j</b> .	]	<b>.</b>		§+		Ē,			13					R	1					1		×
New							dd Pre-ex					d Pre-Appro							all Client		ay Client		Close
rescript	tion		Order	ins Iedicatio	tructi	on	Medicat	ion	Chi	anges		Change	s Ap	proved	Change	tions	nges	Med	ications	Attachmen	t informa	tion	Panel
			in the second se	reurcatio	115					_	-		_		Au	lions							ciose
Medica	ation	List																					-
v P	r	Wr	Туре	Med/	. Me	dic	Stren	Dose	Route	Sig		Note t St	art Da	a En	d Dis	D R.	Di	Staff	Status	Super	Prescr.	. Earl.	F/A
238 29	928 (	)1/	Pres	Gluco	. Glu	со	500 mg	tablet	oral	Take	: 1	01	/ 0			0	30	RN1 D				-	
243 29	936 (	)1/	Pres	Lexapr.	Lex	apro	10 mg	tablet	oral	Take	e 1	01	/ 0			0	30	RN1 D					
248 29	945 (	01/	Pres	New	Nev	0	Renew	,		ke	o	01	/ 30	02	·	0	12	RN1 D					
250 29	947 (	)1/	Me	Benad.	Ber	×	Discon	tinue		ie	w	01	/ 60	03,	·	0		RN1 D.,					
251 29	948 (	01/	Me	halop	. hal	/	Edit			ke	:1	04	/ 90	07,	r	0		RN1 D					
						×	Void																
						10	Delete																
							_			-						n - 1							
						4	Copy L	exapro		•		New Prescri	otion			1							
							Query	this Med	edication New Medication Order														
						0	Infobu	itton				New Client	nstrue	tion		1							
										-		New Pre-exi	rtina I	Madica	ion								



3. Please note the fields that copy over: Medication, Strength, Dose Form, Route, and all of the Sig Builder information. The Sig Builder information remains editable on the new copied medication; however, the **Medication**, **Strength**, **Dose Form**, **and Route are not editable**.

Copying has no effect on the record that was copied. For example, if you want to discontinue a pre-existing medication and copy it to a new prescription, the act of copying does not end the original record. You must discontinue and then copy or copy and then discontinue. The two records are not linked in any way.

Check the fields that have carried over to ensure accuracy for new prescription. If desired, change the "Sig Builder" and "Sig Information." Select a new "Issue Method" and select "Save."

📃 Free Text	Action	Dose Qty	Unit	Route	Frequency										
	Take	1	unit(s)	Intramuscularly	weekly										
Modifiers															
ig Information							_								
Sig	Take 1 unit(s)	Intramuscularly	i weekly												
Days Supply	9	0 Qty To Dis	pense	Unit											
Start Date	09/22/2015														
Note to Pharmacy		Pr	int												
	External		Print ( Adobe PDF (from L	.H7U0CNU3489JN3) in session 5	i) +										
Internal Notes		De	Not Send												
			Hand Written												
Written Date	09/22/2015		Called In												
<u> Issue Methor</u>	Select Issu	e Methou	Samples Given			Save Cancel									

4. If you are a Prescriber, click the "Final Approve Changes" button.

5			1	Vedicat	tions fo	r									3
File	Medications Mai	intenance													
	<b>E</b> +	<b>S</b> +			( and				8		2				
New Prescription	New Medication Order Medic	Instruction	dd Pre-ex Medicat			e-Approve nges	d Pre-Approve Changes	Record Ve Approved C		Chang		Query all Clie Medication		ay Client It Information	Close Panel Close
Medication	n List														-
Ev Pr	Wr Type Me	d/ Medic	Stren	Dose	Route	Sig	Note t Start	Da End	Dis	D   R   I	Di S	taff Statu	us Super	Prescr Ear	1 F/A
2238 2928	01/ Pres Glu	co Gluco	500 mg	tablet	oral	Take 1	01/	0		0 3	30 R	N1 D			
2243 2936	01/ Pres Lex	apr Lexapro	10 mg	tablet	oral	Take 1	01/	0		0 3	30 R	N1 D			
2248 2945	01/ Pres Nev	w New	20 mg	Tablet	Oral	Take o	01/	30 02/		0 1	12 R	N1 D			
2250 2947	01/ Me Ben	ad Benad	12.5 mg	tablet,	oral	Chew	01/	60 03/		0	R	N1 D			
2251 2948	01/ Me halo	op halop	decan	solution	intram	Take 1	04/	90 07/		0	R	N1 D			<b>V</b>
	01/ Pres Lex				oral	Take 1	01/			0 3			Pre		

Note: Clinical Support Staff and Non-Prescribers will "Pre-Approve Changes." See "Pre-Approve Changes to a New Prescription (Clinical Support Staff).



	Results	for:		
File Query Medic	ation Results			
Print Save and Close Actions Close				
Results from the Que	ry ran by RN1 DHP on	01/12/2023 at 03:31 PM		
Query Results	Currently Viewin	g Information for Aler	ts	
- Alerts	Medication	Trigger	Severity A Plausibility	Туре
- Reference Literature	Glucophage	Food	1 - Major Alert 🔥	Medication to Food I
- Usual Dose	Lexapro		1 - Major Alert 🔺	Duplicate Therapies
Leaflets	Lexapro	haloperidol	1 - Major Alert 🔥	Medication Interacti
	Benadrvl	haloperidol	2 - Moderate 🔺	Medication Interacti
	General			
	2 active orders for	escitalopram exist and ma	ay represent therapeutic duplication.	
	Details			
	(Duplicated Drug I Lexapro	_ist)		
	Alert Acknowled	Igement Comments –		
	Alert Acknowled	Igement Comments –		
	Alert Acknowled	lgement Comments –		

5. The medication query automatically launches. If a user copies a medication that is still an active prescription, the query results will notify them of a duplicate medication as a major alert (even if one is listed as a pre-existing medication). CCBH will then require an acknowledgement comment. If there is a "Major Alert," type in the "Alert Acknowledgement Comments" field. Select "Save and Close."

6. On the "Medication Changes" screen, selecting "Sign" will constitute as final approval.

Medication Changes for		x
File		
Client		1000
Prescriber RN1 DHP	NPI: 0	Alerts B
,, Phone: Fax:	NPI: U	3 Major 0 Minor
// · · · · · · · · · · · · · · · · · ·		4 Moderate 5 General
Hand Written Lexapro 10 mg tablet		Do Not Send
Take 1 tablet(s) by mouth		New Prescription
#30 Tablet(s), Refills: 0, DAW: No, Date Written: 01/12/2023		New Prescription
		Sign
		Sign

7. The new prescription then displays in the "Medications" pane of the Client Panel.

W Note: You will have to manually void or discontinue the original medication if it was incorrect.

### **QUERY ALL MEDICATIONS**

Doctor's Homepage offers a query medication feature. This feature will allow users to query all the client's current medications at once, without having to final approve a medication. Once the query is ran it will also allow you to print medication leaflets and access reference literature.

1. On the medications pane, click the drop down arrow and select "Query all Medications".

-															
🔥 TES	T FAK	E													+ 7 □ ×
Medications															
W Me 1 S	ig Additi	i External	Voided	Discontinued	DAW	Sample	R F	Renewal	Dis	Issue	Staff Na	Note	м	2	New Prescription
0 Pref P ta	a						0				ONE, MD			2	Print Medications
0 Hal P T							2		270	Called	ONE, MD	Narra			Query all Medications
0 Ave C A	<u>Narrat</u>	<u>t</u>					0			Verbal	ONE, MD			6	Query any Medication
0 Ear N A	<u>Narrat</u>	<u>t</u>					0			Hand	ONE, MD				Text Mode
0 Xan P T							0				ONE, MD				Document No Known Current Medications
0 Ear PA							0				ONE, MD				Remove Documentation of No Known Current Medication
0 Add P T							0	_			ONE, MD				
0 Hal P T							1		45 /	. Printed	ONE, MD		V		<u>F</u> ilters
1 van P T	<u>Indrrat</u>						0				ONE, RN		2	٢.	End All MARs
													E		<u>R</u> efresh Pane Content
Face Sheet	Pre-Intak	e Medicati	ions Me	dical Conditions	Asse	ssments	Prima	ary Assig	nm	Primary	Diagnosis	Primary Subs	tan		Current Client Plan Progress Notes Primary Insuranc

2. Choose "Select all Topics" and then "Save Topics and Run Query".

File (	Query Medication Topics				
Refresh Selec	cruit sure ropies crose				
	ch topic to be included in the	medication query.			
Medication (	hanges				
Medication	All Current Medications for this C	lient			Search
Strength		Dose Form	Route		Nickname
Γ	Include medications ending t	oday			Clear
lerts		Informational	Ref	ference Literature	
🖌 Genera	Warnings/Contraindications		[	General Warnings/Contra	indications
Lactatio	on/Nursing		[	Lactation/Nursing	
Pregna	ncy		[	Pregnancy/Fathering a Cl	hild
🗌 Fatherin	ng a Child				
🖌 Medica	tion Disease Interactions		[	Medication Disease Intera	actions
🖌 Therap	eutic Duplication				
🖌 Medica	tion Interactions		Γ	Medication Interactions	
🖌 Medica	tion to Food Interactions		Γ	Medication to Food Intera	ictions
🖌 Medica	tion Allergies		Γ	Medication Allergies	
		Side Effects	Γ	Side Effects	
		Pharmacology	[	Pharmacology	
other	lose 🗌 English Client Edu	cation Leaflet 🛛 Spanish Client Ec			

### **PRINTING CLIENT MEDICATIONS**

A list of the client's medications can be printed from the Medications Pane.

1. With the Client Panel open, select the "Medications" pane at the bottom of the screen.

	Face Sheet	Pre-Intake	Medications	Medical Conditions	Assessments	Primary Assignm	Primary Diagnosis	Primary Substan	Current Client Plan	Progress Notes	Primary Insuranc	
Lo	ogged on as O	NE, MD		En	vironment: Test	3			Ready		NUM	

2. On the right top portion of the Client Panel, select the down arrow.

A FAKE TES	ſ	* 1
Medications		
Wr Med/Str/ T Sig	Additional I   External   Voided   Discontinued   DAW   Sample   Ref   Renewal	I Dispen Issue Method Staff Name 🔺 📔 Note to Ph Med Cons Ea
10/ PROzac P Take	0	TEST2, STAFF

3. A drop down menu will launch. Select the "Print Medications" option.

W Note: This menu will also appear when right clicking in the white space within the Client Panel.

	· · · · · · · · · · · · · · · · · · ·
12	New Prescription
ø	Print Medications
<b>1</b>	Query all Medications
6	Query any Medication
	Text Mode
	Document No Known Current Medications
	Remove Documentation of No Known Current Medications
$\checkmark$	<u>F</u> ilters
X	End All MARs
5	Refresh Pane Content

	Print Management Panel	x
File Prin	nt Client Medications	
Refresh Print Actions	Close Panel Close	
Printer		
Printer	r Default Printer	•
Medication Opti	tions	
A - Include All N	Medications	$\odot$
Include Pre-	-Approved Medications	-
🖌 Include Disc	continued Medications	
Medication Type	e A - All Medication Types A - All Medication Types H - Pre-existing Medications	
	I - Client Instructions     M - Medication Orders     P - Prescriptions	

4. Adjust the printing options to what is needed. Users can choose to print only a certain medication type, to include preapproved or discontinued medications, and/or to include all medications or only current medications.

5. When finished adjusting the filters, select "Print."

п

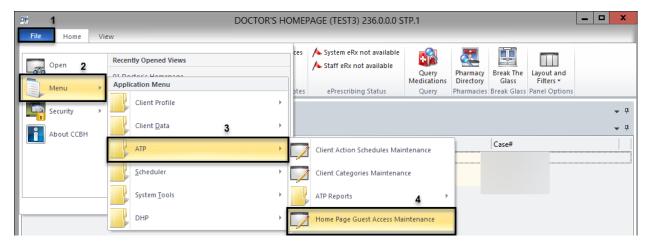
## **GUEST ACCESS**

When a staff member is away for an extended period (an illness or vacation, for example) it may be more efficient to allow another staff person to have access to his or her Clinician's or Doctor's Homepage directly, rather than have to access clients one at a time via the client search. This "Guest Access" will allow the staff person who is covering during the absence to readily see all clients on the absent staff member's caseload, as well as to see any notifications that are pending.

The process is the same for both Clinician's and Doctor's Homepage.

#### Both Doctor's and Clinician's Homepage

Follow these steps to start the process of granting another medical staff guest access to your Doctor's Homepage:



- 1. Select the "File" at the top left-hand corner.
- 2. Select the "Menu" option.
- 3. Select the "ATP" option.
- 4. Select the "Home Page Guest Access Maintenance" option. This will launch the "Home Page Guest Access Maintenance" window in the external view.

### Both Doctor's and Clinician's Homepage

	1.	Enter y	our CC	BH ID in	the Staf	f Field:						
Ľ	2	Home Page Guest Access Maintenance (Full Access) – 🗖 🗡					×					
			Staff:	910001			910001	]				
	Guest ID		-				Start Date	End Date	Status		^	
									0			

2. After you have entered your CCBH ID, select the "Enter" key. Your name will now populate that field.

Home Page Guest Access Maintenance (Full Access) – 🗆 🗡					
	Staff: RN1 DHP	910001			
Guest ID		Start Date	End Date	Status	^
				0	=

3. Locate the "Guest Staff Member" field in the bottom half of the window. Enter the CCBH ID number of the staff member to whom you are giving access to your DHP/CHP in this field:

Guest Staff Member:	800002		0	[	Allow to assign	i Guests?
Access Granted By:				Date/Time:		
Access Terminated By:				Date/Time:		
Access Voided By:				Date/Time:		
Status:	T - Temporary 🔻 Start Date: 🖊 /	<b></b>				
	End Date: 📝 🖊	<b>E</b>				
Comments:						\$
	Save	🗙 <u>D</u> elete	×V <u>o</u> ia	👘 🔍 <u>F</u> ine	d <u>KCl</u> ear	× Exit



- 4. Select "Enter" and the Guest staff person's name will populate the field.
  - a. Define if this guest access will be "Temporary" or "Permanent" by selecting the appropriate choice from the drop-down menu attached to the "Status" field (it is recommended that you make Guest Access "Permanent" for staff person who works in your Unit/SubUnit on a regular basis so that they can fill in easily for you if you need to be out of the office unexpectedly).
  - b. For "Temporary" access, you will have to specify both the "Start" and "End" dates for the access. For "Permanent" access, you must designate the "Start" date only.

Guest Staff Member:	STAFF, MD	800002 Allow to assign Guests?
Access Granted By:		Date/Time:
Access Terminated By:		Date/Time:
Access Voided By:		Date/Time:
Status: Comments:	T - Temporary     ▼     Start Date:     / /       P - Permanent     End Date:     / /       T - Temporary     End Date:     / /	
		•
	Save XD	⊇elete ∑Void Q <mark>Eind ∭Clear ⊻lExit</mark>

c. Select "Save."

5. The staff person to whom you gave guest access will now appear as listed in the white section under the "Staff" name field at the top of the window:

<b>E</b>	Home Page Guest Access Maintenance (Full Access) -						×
	Staff: RN1 DHP		91000				
Guest ID 800002 STAFF, M	ID		Start Date 01/12/2023	End Date 01/19/2023	Status Temporary		^

6. Repeat steps 7 – 9 for additional staff persons to which you want to give guest access.

*Note:* Per County policy, you are <u>**never**</u> to check the "Allow to assign Guests" check box. To do so is a violation of County policy.

Guest Staff Member:	<u>N</u>	Allow to assign Guests?
Access Granted By:		Date/Time:
Access Terminated By:		Date/Time:
Access Voided By:		Date/Time:
Status:	T - Temporary ▼ Start Date: // 🔠	
	End Date: 📝 🖊 🔠	
Comments:		^
		<b>~</b>

# **INSTRUCTIONS FOR SYSTEM OUTAGE**

Once you have been trained to use the DHP in CCBH, the expectation is that all new medical condition information and medications will be entered into CCBH via the Doctor's Homepage. In the event of a system outage, use the <u>Medical Condition Review Form</u> (available on the Optum Website) for documenting a client's vitals, allergies and medical conditions. Write prescriptions as you would on paper to capture information. Enter the Medical Condition Review and prescription information into the DHP as soon as the system becomes available again. Please follow the instructions below:

#### Medical Condition Review Form:

- Fill in the appropriate form with as much detail as is necessary to deem it complete.
- Print clearly and legibly.
- Be sure client first name and last name match client name as found in CCBH.
- Be sure to include Client Case Number
- Include staff person's complete name and CCBH Staff ID Number

#### Prescriptions/Medications

- Complete the prescription as you would on paper and follow what has been procedure prior to access to the DHP.
- Enter the information into the DHP for the client as the system becomes available. You will not transmit electronically make sure to mark the prescription method appropriately (handwritten, called in or faxed, for example).



# **EXPECTATIONS AFTER TRAINING**

The expectation is that you will use DHP as soon as trained. E-prescribing is the preferred method of sending prescriptions to pharmacies.

Please prioritize as time allows and, as clients come in for their next appointment, try to complete the following:

- 1. Medical Conditions Review
- 2. Enter any medications currently taken as "Pre-Existing Medications"
- 3. Enter any new prescriptions or adjustments to current medications

The query feature utilizes all information (Medical Conditions Review, Pre-existing Medications, New Prescriptions, OTCs, etc.) so the more information in the system, the more complete the query will be.

You are also encouraged to print and distribute the educational leaflets for new medications to the client.

Note: If a doctor is trained with Clinical Support Staff at one program or company, but also works at another program or company where no others are trained, the expectation is that doctor will use DHP in BOTH places. This means that the doctor may work in a setting where staging is done by the Clinical Support Staff trained in DHP, but the doctor may have to enter all information independently in the program or company where the Clinical Support Staff are awaiting training.

Each legal entity you work for must submit the DHP ARF and new user list. These forms are not pre-requisites for training, but they are pre-requisites for LIVE access. If you do not have LIVE access, please follow up with your admin regarding these forms prior to calling the Optum Support Desk.

For Clinical Support Staff trained before doctors at their program, the expectation is that the nurse will complete the Medical Conditions Review and enter Pre-existing Medications in the DHP.



DHP

### Support Desk Contact Information sdhelpdesk@optum.com 1-800-834-3792

Monday	through	Friday	(E-mail)	)
		_		

Hours	Services				
6:00 am to 6:00 pm All services except password resets or any service involving PHI					
	Monday through Friday (Telephone)				
Hours	Services				
4:30 am to 6:00 am	Resetting passwords (24 hour programs) and reporting system outages*				
6:00 am to 6:00 pm All services					
6:00 pm to 11:00 pm Resetting passwords (24 hour programs) and reporting system outag					
11:00 pm to 4:30 am	Reporting system outages*				
	Weekends (Telephone)				
Hours	Services				
4:30 am to 11:00 pm	Resetting passwords (24 hour programs) and reporting system outages*				
11:00 pm to 4:30 am	Reporting system outages*				

\* By definition, a system outage affects multiple users. Examples include when: -The system does not respond and appears to be frozen -No data can be entered or viewed

### **Support Desk Suggestions**

- Please consult with your program manager and your resource packet prior to contacting the Support Desk.
- When calling for a password reset on weekdays between 4:30-6a or 6-11p, or calling weekends between 4:30a-11p, you must leave a message. Include your name, CCBH staff ID, phone number and the reason for your call.
- You may be given a ticket/tracking number if you call between 6:00a and 6:00p Monday through Friday. Remember to keep this number for future reference.

Questions	Where To Go
Clinical Documentation Questions	Documentation Manual/Your Program Manager
Duplicate Clients and Name/DOB/Gender/SSN Changes	Complete Form BHS-025 and Call Medical Records: 619-692-5700 x 3
Financial Questions (UMDAP/Insurance)	Billing Unit: 619-338-2612 Fax- 858-467-9682
Online User Manuals and Forms	www.optumsandiego.com
Service Codes	CCBH (Anasazi) User Manual/QM Unit

### **Additional Contacts**



#### APPENDIX

# LIST OF MODIFIERS IN THE SIG BUILDER

Sig	Sig Builder						
[	Free Text	Action	Dose Qty	Unit	Route	Frequency	
	Modifiers		1				
	Modifiers	Moulleis					

**A:** AA- Avoid Alcohol AC- Before Meals

**C:** CF- With Food CMI- With Milk CW- With Water

E: EST- On an Empty Stomach

N: NTE- Not to Exceed

PC- After Meals PRN- As Needed

**S:** SOS- If There Is Need

U: UF- Until Finished

W: W- With W/O- Without