
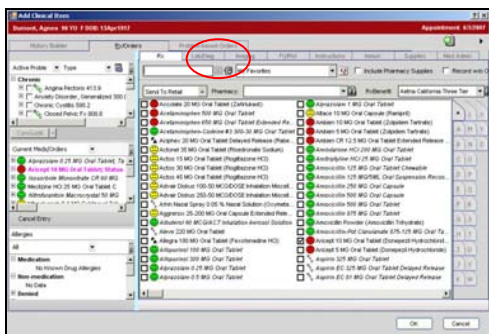
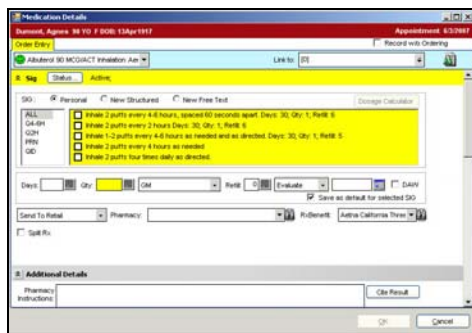


## Creating a New Prescription

1. Highlight the patient's diagnosis on the **Problem** component.
2. From the **Clinical Toolbar**, click the  add new medication icon.
3. The **Add Clinical Item (ACI)** displays with the **Rx/Orders** and **Rx** tabs selected.



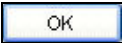
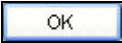

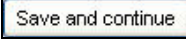
4. Enter the medication in the search field. The selected list filters as text is entered to create a string of search results.
5. The selected list may be changed by choosing another option from the drop-down menu. Click the binoculars to search the master dictionary.
6. Once identified, click the checkbox to the left of the medication(s). The **Medication Details** window displays.



7. Choose the appropriate **SIG** and instructions.
8. In the **Days** field, enter the amount of days supply. Based on the **SIG** and instructions, the **Qty** field should populate with the correct amount.
9. In the **Refill** field, enter the number of refills for this medication.
10. In the next 2 (two) immediate fields, select the appropriate follow-up action from the drop-down menu: **Complete**, **Evaluate** or **Renew** and the desired date for the action.


11. Select the desired **Action** for the prescription delivery method from the corresponding drop-down menu.

| Action                    | Description  |
|---------------------------|--|
| <b>Send to Retail</b>     | Faxes a transmission to the pharmacy.  |
| <b>Send to Mail Order</b> | Sends a transmission to a mail order company.  |
| <b>Print Rx</b>           | Prints the prescription for the patient.   |
| <b>Record</b>             | This is used to merely record the prescription in the patient's medical record. It does not print a prescription or send it to a pharmacy. |
| <b>Call Rx</b>            | Indicates the prescription needs to be called into a pharmacy; an automated task is generated based on the selection.                      |
| <b>Dispense Rx</b>        | Indicates the medication was provided to the patient during the office visit.  |
| <b>Dispense Sample</b>    | Indicates one or more samples of the medication were provided to the patient during the office visit.                                      |

12. If sending to a pharmacy or calling the prescription into a pharmacy, select the appropriate location from the **Pharmacy** drop-down menu.
13. In the **Ordered by** field, select the authorizing provider for the medication.
14. If appropriate, in the **Therapy** area, select the **End** date.
15. If appropriate, add an **Annotation**.
16. Click .
17. The **Medication Details** window closes. The selected medication(s) displays in magenta in the middle of the left pane of the ACI.
18. Click  to return to the **Clinical Desktop**.
19. To save, access the **Encounter Summary** by clicking  on the **Clinical Toolbar**.
20. From the **Encounter Summary**, click . Magenta text changes to black.

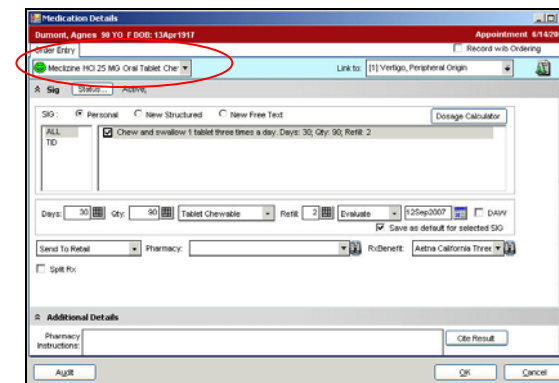
## Rx Renewal with No Changes

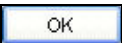
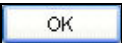

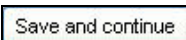
1. From the **Meds/Orders** component on the **Clinical Desktop**, right-click on the medication to be renewed.
2. A menu of actions displays.
3. Select **Renew** from the displayed menu. The selected medication displays in magenta text.

4. To save, access the **Encounter Summary** by clicking  on the **Clinical Toolbar**.

## Rx Renewal with Changes

1. From the **Meds/Orders** component on the **Clinical Desktop**, right-click on the medication to be renewed. A menu of actions displays.
2. Select **Renew with changes** from the displayed menu. The **Medication Details** window displays.

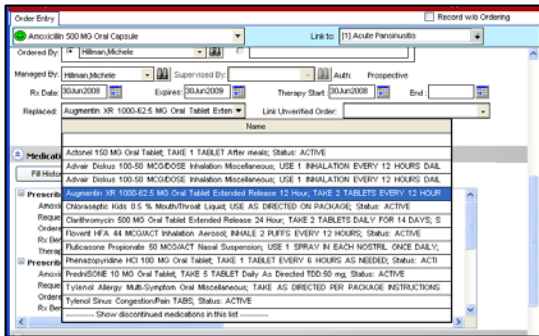


3. If necessary, modify the dosage using the drop-down menu in the upper-left corner of the dialog.
4. Fill in the appropriate fields.
5. Click .
6. The **Medication Details** window closes. The selected medication(s) displays in magenta in the middle of the left pane of the ACI.
7. Click  to return to the **Clinical Desktop**.
8. To save, access the **Encounter Summary** by clicking  on the **Clinical Toolbar**.
9. From the **Encounter Summary**, click . Magenta text changes to black.

## Replacing a Medication

1. To replace a medication from the medication history, order a new medication and fill out the **Medication Details** window as appropriate.
2. Select the **Replaced** box under **Additional Details** to select the medication from the patient's medication history to be replaced.

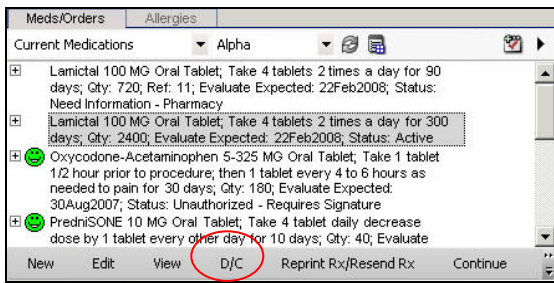
- The replaced medication is discontinued automatically and placed in the Past Medication history as **Discontinued – Replaced**.



- Click **OK** to return to the **Clinical Desktop**.
- To save, access the **Encounter Summary** by clicking **Commit** on the **Clinical Toolbar**.
- From the **Encounter Summary**, click **Save and continue**. Magenta text changes to black.

## Discontinuing an Rx

- From the **Meds/Orders** component on the **Clinical Desktop**, highlight the medication to be discontinued.
- From the bottom of the component, click **D/C**. The selected medication displays in magenta text within the **Discontinued** medications list.



- To save, access the **Encounter Summary** by clicking **Commit** on the **Clinical Toolbar**.
- From the **Encounter Summary**, click **Save and continue**. Magenta text changes to black.

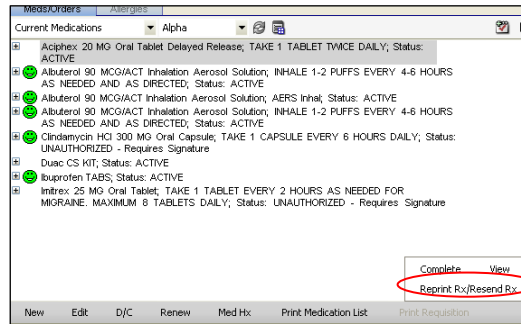
## DUR Checking

- If a warning is generated for a medication, it is displayed after the **Medication Detail** window is closed.
- There is a drop-down menu of choices so that the user can continue or cancel the order.



## Reprinting/Resending a Medication

- Highlight the little double arrows at the bottom right hand corner of the **Meds/Order** component and select **Reprint Rx/Resend Rx**.



- The **Medications Detail** window opens. Select the appropriate form of delivery from the drop-down.



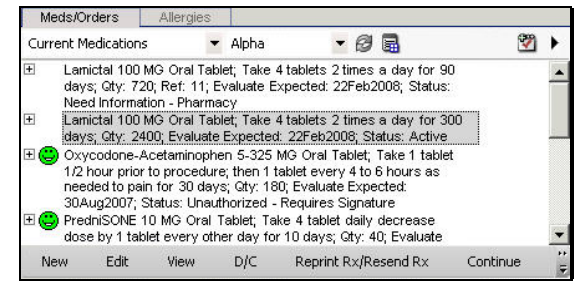
- Click **OK** to return to the **Clinical Desktop**.
- To save, access the **Encounter Summary** by clicking **Commit** on the **Clinical Toolbar**.
- From the **Encounter Summary**, click **Save and continue**. Magenta text changes to black.



## JUP EMR MEDICATIONS

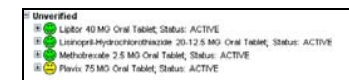
### Viewing the Medications List

From the **Clinical Desktop**, select the **Meds/Orders** tab. The **Medications** component displays with a list of the patient's medications organized by the default view.



### Unverified Medications

Unverified medications display in the **Med/Orders** component of the **Clinical Desktop**. These medications appear from **RxHub**. (Rx Hub provides eligibility, formulary, benefits and medication history for consenting patients.)



This information can either be utilized as a point of reference or the provider can right-click to **Verify and Add** the medication to the current medications to facilitate a refill. This information should NOT be removed or invalidated from the patient's record since this will reflect that the medication was entered in error.

### Formulary Status Indicators

- Preferred formulary status. (lowest co-pay)
- Approved formulary status. (higher co-pay)
- Non-approved formulary status. (full price)
- Prior Authorization is required.
- Over-the-Counter medication.

<no indicator> - No formulary information is available.