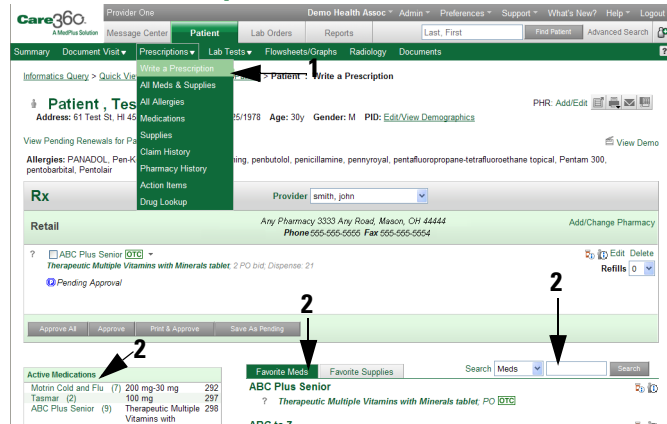


Care360TM Physician Portal 2009.1 Writing a Prescription

Writing a Prescription




Note: If you need assistance while writing a prescription, click the *View Demo* icon located at the top right of the page to view a video about writing a prescription.

To Select a Medication

- To begin writing a prescription, locate the patient's chart, and then from the *Patient* tab, click *Prescriptions > Write a Prescription*, or from the *Active Medications/All Supplies* section of the patient *Summary*, click *Write a Prescription*.
- To select a medication, do one of the following:

- Select a "favorite" medication.** To select from the list of medications that have been designated as "favorites" for your organization, do the following:
 - Click the *Favorite Meds* tab.
 - From the list of "favorite" medications, select a medication name (and then continue with "To Add Prescription Details"), or select a specific Sig. for a medication (and then continue with "To Select a Delivery Option").


Tip: The icon to the left of each medication name or dosage indicates its formulary status. You can click the *Formulary Alternatives* icon () to view formulary alternatives.



- Select an active medication.** In the *Active Medications* list, select a previously prescribed medication name. The medication appears in the *Rx* box as previously prescribed. Continue with "To Select a Delivery Option".

Active Medications			
Motrin Cold and Flu (7)	200 mg-30 mg	292	
Tasmar (2)	100 mg	297	
ABC Plus Senior (9)	Therapeutic Multiple Vitamins with Minerals	298	

- Search for a medication.**
 - At *Search*, make sure *Meds* is selected in the drop-down, type three or more letters of the desired medication name (actual or generic), and then click .
 - From the medications list, or the *Frequently Used* list (if available), click the medication name or the Sig. If you select a medication name, continue with "To Add Prescription Details", if you select a specific Sig., continue with "To Select a Delivery Option".

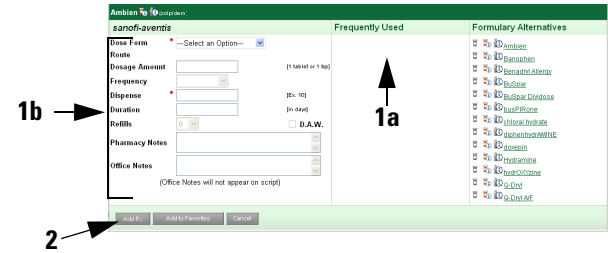
Note: Brand name medications appear capitalized, while generic drugs appear in lowercase. To view the generic equivalent of the brand name medication, position your mouse over the medication name.

CAUTION! If a warning indicator () appears next to the medication name, click the indicator to view and acknowledge the *Interaction Report*.

Tip: To view additional information about a selected medication, click the *Drug Monograph* () or *Patient Leaflet* () icon.

To Add Prescription Details

- To complete the Sig. for the selected medication or supply, do one or more of the following:



- Select a previously prescribed Sig.** If the medication was previously prescribed for this patient, select the Sig. information from the *Frequently Used* list to automatically populate the fields with the same values that were prescribed the last time.
- Type a new Sig.** Review the remaining fields, and if necessary, type or select a value for each of the remaining fields (required fields are marked with a red asterisk):
 - At *Dose Form*, click and select the form in which the medication will be dispensed.

Note: Once you select a *Dose Form*, a link for *Coverage and Copay* information (when available) displays to the right of the *Dose Form* information. You can click the *Coverage or Copay* link to review the benefit coverage and copay information for this medication.

- At *Route*, review the recommended route code, which indicates how the medication is to be administered.
- At *Dosage Amount*, type the amount of the medication to be taken, or supply to be used, at each occurrence.
- At *Frequency*, click and select the frequency with which the medication is to be administered, or the supply is to be used.
- At *Dispense*, type the total amount of the medication or supply to dispense (*Dosage Amount x Frequency*).
- At *Duration*, type the total number of days over which the medication is to be taken, or the supply is to be used.
- At *Refills*, click and select the maximum number of refills to allow (if any).
- At *D.A.W.*, click the check box to specify that this prescription be "dispensed as written" (for example, do not replace with generics).
- At *Pharmacy Notes*, type any additional instructions (up to 75 characters) that you want to include for this medication or supply.
- At *Office notes*, type any additional notes regarding the prescription. Office notes are not included as part of the prescription that is sent to the pharmacy.

Note: After you have entered ALL of the values for a medication, or at any point while adding Sig. information, you can click to save the medication to your "favorite" lists.

- To add the medication to the prescription, click .

To Select a Delivery Option

1. Review the selected delivery option for each medication added to the prescription.
2. If necessary, do the following to change the delivery option:



- a. In the *Rx* box, click the medication or supply name.
- b. From the pop-up window, select one of the following:
 - o **Change Retail Location.** The prescription is submitted electronically or faxed to the specified retail pharmacy.
 - o **Sample / Handwritten.** The prescription is either: dispensed as a sample (by the provider) directly to the patient; printed and hand-carried to the pharmacy by the patient; or contains a CII (Schedule II) drug, which requires a “wet” physician signature and cannot be sent electronically to the pharmacy.
 - o **Mail Order.** The prescription is submitted electronically or faxed to a mail order fulfillment center that processes and mails the medication(s) to a patient’s home address.

The mail order option is not available unless the patient is eligible for this service, and the patient has a complete mailing address. To confirm the patient’s mailing address, in the *MAIL ORDER* box, click the patient address verification check box.

Note: Schedule III - V medications cannot be submitted for mail order delivery.

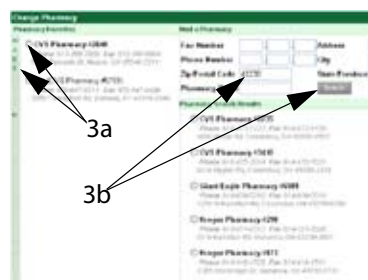
To Select a Pharmacy

1. If submitting to a *Retail* pharmacy, review the selected pharmacy name and location which indicates where the current prescription item(s) will be submitted (if available, defaults to the pharmacy last used for the patient).
2. If necessary, from the *Rx* box, do one of the following to select a pharmacy:



- a. To change the pharmacy used for all medications listed under the pharmacy, click the *Add/Change Pharmacy* link next to the pharmacy’s description.
- b. To change the pharmacy used for a single medication, click the medication, and then click *Change Retail Location > New Pharmacy*.

3. On the *Change Pharmacy* page, do one of the following:

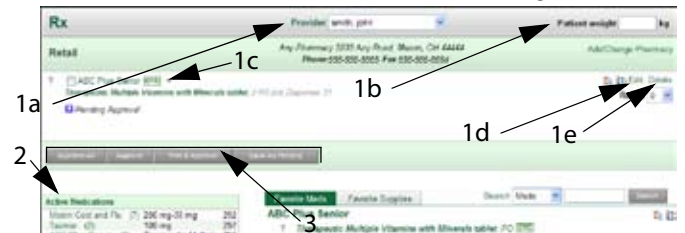


- a. **Select a “favorite” pharmacy.** From the *Pharmacy Favorites* list, click a letter to view favorite pharmacies beginning with the selected letter, or click *All* to see ALL favorite pharmacies. Select the radio button next to the desired pharmacy name, and then click *Change Pharmacy*.

- b. **Search for a pharmacy.** At *Find a Pharmacy*, type a value in one or more of the search fields, and then click *Search*. Select the radio button next to the desired pharmacy name, and then click *Change Pharmacy*.

To Submit a Prescription

1. In the *Rx* box, do one or more of the following:



- a. Review the *Provider* name. (If you are a provider, this defaults to your name; if you are not a provider, this defaults to the provider last used, or appears blank if it is the first prescription written for the patient.)
If necessary, click and select a different *Provider*.
 - b. At *Patient Weight* (if present), type the patient’s current weight (in kilograms).
 - c. Review the benefit coverage and copay information, if available, by clicking the *Coverage* and *Copay* links that display to the right of the dose information.
 - d. To modify the Sig. for a medication, click *Edit* next to the medication or supply, or click the medication or supply name, and then click *Edit SIG* from the pop-up window. Make your changes, and then click *Change Rx*.
 - e. To remove a medication, click *Delete* next to that medication or supply, or click the medication or supply name, and then click *Delete* from the pop-up window.
2. If needed, select additional medications.
 3. After reviewing the prescription, do one of the following:

- **Approve all items on the prescription.** To approve ALL of the medications added to the prescription, and immediately submit the prescription to the pharmacy (either electronically or by fax), click *Approve All*.
- **Approve specific items on the prescription.** To immediately submit specific medications on the prescription to the pharmacy (either electronically or by fax), select the check box next to the name of each medication or supply you want to approve, and then click *Approve*.
- **Print and approve the prescription.** To submit items on the prescription to the pharmacy (either electronically or by fax) AND print a paper copy of the prescription locally, select the check box next to each medication that you want to approve and print a copy of, and then click *Print & Approve*.
- **Save the prescription items as “pending.”** To set the prescription item(s) to “pending,” for approval by the designated provider, select the check box next to the name of each medication that you want to save as pending, and then click *Save As Pending*.

Approved medications are added to the patient’s *Active Medications* list. If you click *Save as Pending*, the prescription is held as “Pending Approval” and the medications are not added to the *Active Medications* list until approved.

For assistance, contact the Help Desk at 602.685.5465, or toll-free at 800.766.6721, ext. 5465.