

E-prescribing – Cheat Sheet

The eRx cheat sheet present the basic features and processes of the e-Prescribing Tool powered by DrFirst.

There are three ways to access DrFirst:

<p>From the Dashboard</p> <ol style="list-style-type: none"> 1. Click on Open Patient Chart 2. Type in the patient's name 3. Click New Medication or New Allergy 	<p>From within a Mobile Note</p> <ol style="list-style-type: none"> 1. Click on the Meds & Allergies tab 2. Click on Edit medications or Edit allergies 	<p>From the Dashboard</p> <ol style="list-style-type: none"> 1. Click on New 2. Click on New Prescription 3. Type in the patient's name
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Patient Advisor includes Patient Adherence, Adherence Plans, Education, Co-Pay Savings, Clinical Messaging and Electronic Prior Authorizations. This can be minimized via the arrow.



Adding Allergies

Manage Allergies

Clicking on **No Known Drug Allergies** is needed if there are no allergies to be added to the database.

Active/Current Allergies

Add an allergy to a medication or group.

Common Allergies:

-Select Common Allergy-

Add Common Allergy

From a list

Allergy:

Find

Or by free typing



Note that allergies entered as free text cannot be used to check for potential negative reactions

Adding Pharmacy Information

Click on **Pharmacy** to add a default or secondary pharmacy location. Click on **Change** to modify the default pharmacy.

The screenshot shows the Valant Medical Solutions interface. At the top, there are navigation tabs: Prescribe, Manage Allergies, EPCS Gold, Manage Meds, and Renewal Requests (0). Below this is the 'Practice Information' section. It includes fields for Location (Test Office Location), User (Two Valant), Patient (Fisher Lena), DOB (07/11/1979), Sex (Female), and Pregnant (checkbox). There is also a 'Phone' field and a 'Last Encounter' field (No last encounter) with buttons for 'Encounter Today' and 'Show Patient Encounters'. The 'Pharmacy' field is circled in red and shows a dropdown menu with the selected option 'RITE AID-2600 SW BARTON ST (C) (R) (E) - 2600 SW BARTON STRE...' and buttons for 'View' and 'Change'. The 'Formulary' field is set to 'Not entered' with an 'Add' button.

When choosing a pharmacy, look at the codes that are relevant to you and your patient:

Codes:	(E): accepts electronic prescriptions	(C): accepts EPCS prescriptions	24: is open 24 hours
	(MO): mail order	No Fax: does not accept faxes at all	(Elig): requires eligibility
	(R): Retail	(LTC): Long Term Care	(SP): Specialty

The codes will appear by the name of the pharmacy in the search results:

MISSION VIEJO, CA			
<input checked="" type="checkbox"/>	CVS/pharmacy #1764	(C) (R) (E)	25511 MUIRLANDS BLVD., phone (949) 454-6605 [Edit] [Favor]
<input checked="" type="checkbox"/>	CVS/pharmacy #8832	(C) (R) (E)	28781 Los Alisos Ave, phone (949) 595-0508, [Edit] [Favor]

Med Hx

The **Med Hx** button at the top of the page will allow users to consult previously added medications as well as to add medications reported by the patient which were not prescribed by a practitioner at their practice.

Adding Medications

Manage Meds

Click on Manage Meds in the top menu

Patient Medication Report
This screen is for viewing and modifying the patient's medication list, and adding medications that have been prescribed previously or elsewhere.

Add a Medication: Find

Favorites: -Choose a Favorite- Add View/Update

Prescribe a Medication
Select Medication for Medication List

Name: Find Category Search

Use free text 'ade'
adefovir (generic, [Hepsera](#))
10 mg tablet

Adempas (riociguat)
0.5 mg tablet
1 mg tablet
1.5 mg tablet
2 mg tablet
2.5 mg tablet

adenosine
3 mg/mL solution
3 mg/mL syringe

Select from results before you can add more details like dosage and duration.

When adding medications not prescribed by a practitioner at your practice, choose “Select One” in the “Provider” drop-down menu:

Enter Details - Oral/Topical Drugs

Provider: -Select One-

Prescribing a medication

The process to prescribe a medication is similar to the process of adding medications to the patient's database; but you will need to click on **Prescribe** instead of **Manage Meds**.

Prescribe

Details of a prescription:

Enter Details - Oral/Topical Drugs

Provider: Valant, Two DEA Number: AA1234567

Drug: Wellbutrin (bupropion hcl) (U) 75 mg tablet

Sig: Take 1 tablet by mouth twice a day with meals

Duration: 30 days Patient Weight: 0 kg (0 lb)

Quantity: 60 tablet Show Dose Calculator

Refills: 2

Directions to Pharmacist: Dispense as written

The **Sig** (or signetur, Latin for *let it be labeled*), is where the provider directs how much medication to take, when to take the medication, how often to take the medication and how to use the medication

Remember, the prescription will go to the pending queue until a signature password (issued by Valant) is entered.

Pending prescriptions for this patient:
[\[Select All\]](#) [\[Select None\]](#) [\[Delete Selected\]](#)

Serial#	Dr/Staff	Name	Date	Status	Drug	Sig	Qty	Rfl(s)
<input checked="" type="checkbox"/> DM-1133681	TwV	Fisher Lena	09/28/2015	pending	loperamide 2 mg tablet	Take 1 tablet once a day	6	none

Signature Password:

[Print Pharmacy](#)

Four options become available: **Send** electronically, **Send and Print**, **Print without Sending** (generally used in practices that are not EPCS enabled), and **Sign without Sending** (generally used when the prescription was delivered to the pharmacy by other means.)

Pending prescriptions for this patient:
[\[Select All\]](#) [\[Select None\]](#) [\[Delete Selected\]](#)

Serial#	Dr/Staff	Name	Date	Status	Drug	Sig	Qty	Rfl(s)	Action
<input checked="" type="checkbox"/> DM-1133603	zV	Marshall Erickson	09/25/2015	pending	Wellbutrin SR (bupropion hcl) 100 mg tablet extended release	Take 1 tablet by mouth twice a day	60	none	Modify Delete Favor

Signature Password:

[Print Pharmacy](#)

Note: In the case of a pharmacy-related fax machine failure, we will contact your practice and inform you that it is necessary to call in the prescription to the pharmacy directly. If your office is closed or it is after business hours, we will notify your answering service.

The final step in sending non-controlled substance prescriptions is to enter the “Signature Password” and click either the **Send** or the **Send and Print** buttons.

Example of titration:

Drug: Zoloft (sertraline) (U) 25 mg tablet

Sig: Take 1/2 tablet by mouth once a day

Duration: ← Duration is left blank

Quantity: 45 tablet ← Quantity is calculated manually

Refills: none

Directions to Pharmacist: Substitution permitted
Titration script

Directions to Patient: for first seven days. Then take 1 tablet by mouth once a day for the next seven days. Then take 1 tablet by mouth twice a day for

Electronic Prescribing of Controlled Substances Process

Once the prescription has been created, and processed from the standard Dr. First prescription page, the Controlled Substance Prescription Signing Screen will appear.

Any non-scheduled medication would have already been sent, but the controlled substances must now be signed with the provider's passphrase and OTP token pin.

1. First check the boxes to the left of each scheduled medication.

Controlled Substance Prescription Signing Screen EPCS Signing Protocol Help Exit

1 of 1 Patients

Patient: 123 MAIN ST
PATIENT TEST HOUSTON, TX, 77098
Gender: Male
Birthdate: 08/24/1948

Prescriber: 123 Main Street,
Test Provider Germantown, VA, 208741234
Main Office Phone: (301)123-4567
DEA# BG2666418
NPI: 1225154677

Pending Controlled Substance Prescriptions

	Medication Prescribed	Quantity	Refills	Note to Pharmacist	Pharmacy	Order #, Date
<input type="checkbox"/>	Percocet (oxycodone-acetaminophen) 5-325 mg Tablet Sig: Take 1-2 tablet by mouth every eight hours	20	0		EPCS VA pharmacy store 2800 Crystal drive, 10th floor, Arlington, VA, 22203 NCPDP ID :9900121	Order DEV-849274 Written 11/23/2011
<input type="checkbox"/>	Vicoprofen (hydrocodone-ibuprofen) 7.5-200 mg Tablet Sig: Take 2 tablet by mouth once a day as needed	4	0	Patient not taking other medication ok Patient requires this medication, provider aware of interaction : ok ok	EPCS VA pharmacy store 2800 Crystal drive, 10th floor, Arlington, VA, 22203 NCPDP ID :9900121	Order DEV-849276 Written 11/23/2011

By completing the two factor authentication protocol at this time, you are legally signing the selected prescription(s) and authorizing the transmission of the above information to the pharmacy for dispensing. The two factor authentication protocol may only be completed by the practitioner whose Name and DEA registration number appears above.

Choose your OTP Token from list: (AVT800583032) Test-Hard Token ?

Enter your signing passphrase: ?

Enter the pin from your OTP token: ?

Sign and Send Exit

2. The signing passphrase (that was created at the time of enrollment) will be entered as well as the pin from the OTP token:

By completing the two factor authentication protocol at this time, you are legally signing the selected prescription(s) and authorizing the transmission of the above information to the pharmacy for dispensing. The two factor authentication protocol may only be completed by the practitioner whose Name and DEA registration number appears above.

Choose your OTP Token from list: (AVT800583032) Test-Hard Token ?

Enter your signing passphrase: ?

Enter the pin from your OTP token: ?

Sign and Send Exit

3. Finally click **Sign and Send**. The prescriptions have now been sent to the pharmacy and you will be brought back to the patient's chart in the e-prescribing application.

Adding prescriptions to the Favorites List

Clicking either the **Add to Favorites** button on the Review Prescription page or clicking the **Favor** action will allow the user to add a medication to the Favorites List.

Click the **Create** button to finish the process. **Cancel** will terminate the process.

Medication History

A link to the Medication History (Med Hx) page is located in the blue navigation bar at the top of the Dr. First screen. Med Hx is based on the PBM (Pharmacy Benefit Management) Pharmacy History program and is available for all patients whose insurance companies provide this information to Surescripts. A report can display up to 2 years of the patient's prescribed medications. You can use the **Obtain New Data** button with the drop-down list to choose the timeframe you wish the PBM/Pharmacy History to display, the default is 1 year.

Medication history cannot be obtained without patient's consent. If the patient opts out, please set the flag "Patient Consent for MedHx" to No.

Patient: Eric Clapton **DOB:** 03/30/1945 **Sex:** Male **Height:** **Weight:** 130.18 kg **BSA:** **Phone:** (305) 555-1212 **Last Encounter:** [\[Show Patient Encounters\]](#)

Pharmacy: [\[View\]](#) [\[Change\]](#)

Formulary: [\[Add\]](#) **Patient Consent For MedHx:** Yes No [\[Show Activity\]](#)

PatientAdvisor **Patient Scorecard** **Clinical Decision Support** **ePA+** [»](#)

Medication Drug History for Eric Clapton

Note: Certain information may not be available or accurate in this report, including items that the patient asked not be disclosed due to patient privacy concerns, over-the-counter medications, low cost prescriptions, prescriptions paid for by the patient or non-participating sources, or errors in insurance claims information. The provider should independently verify medication history with the patient.

Note: Medication history cannot be obtained without patient's consent. If the patient opts out, please set the flag "Patient Consent for MedHx" to No

for last to Patient Summary.

Select interval and press " " to get Drug History.

Previous Drug History: non

Note: Certain information may not be available or accurate in this report, including items that the patient asked not be disclosed due to patient privacy concerns, over-the-counter medications, low cost prescriptions, prescriptions paid for by the patient or non-participating sources, or errors in insurance claims information. The provider should independently verify medication history with the patient.

Note: Medication history cannot be obtained without patient's consent. If the patient opts out, please set the flag "Patient Consent for MedHx" to No

Managing Refill Requests

The Dashboard provides notification of pending refill requests. Clicking the link **Prescription Renewals** will open a screen in Dr. First that lists all of the electronic refill requests that have been submitted back to Dr. First.

Dashboard	
Action Items	
Patients missing demographic information	546
Patients with pending insurance claims	61
Minimum unrecorded appointments	1005
Undocumented sessions	227
Uninitialed documents	39
Unsigned documents	209
Reminders due	9
Pending lab requests	141
Prescriptions pending / need signing	19 / 0
Prescription renewals	30
Demographic updates	0
Portal accounts needing verification	2
Completed reports in queue	4
Unread secure messages	7

Messages

View messages for

Signature Password: the selected actions.

Date: 5/6/15 17:43 EDT From: [staging test pharmacy](#) To: zV
Patient: [Swizzle Wizzle](#) [View](#) (DOB: 01/01/1993)
LOV: none
Re: Renew **buspirone 5 mg tablet** [Requested As: buspirone tablet 5 mg]
Disp. 30 tablet **SP**
Action: Provider:
Pharm Notes:
Comments (Office only):

Date: 5/6/15 17:43 EDT From: [staging test pharmacy](#) To: zV
Patient: [Swizzle Wizzle](#) [View](#) (DOB: 01/01/1993)
LOV: none
Re: Renew **buspirone 5 mg tablet** [Requested As: buspirone tablet 5 mg]
Disp. 30 tablet **SP**
Action: Provider:
Pharm Notes:
Comments (Office only):

Date: 5/6/15 17:43 EDT From: [staging test pharmacy](#) To: zV
Patient: [Swizzle Wizzle](#) [View](#) (DOB: 01/01/1993)
LOV: none
Re: Renew **buspirone 5 mg tablet** [Requested As: buspirone tablet 5 mg]
Disp. 30 tablet **SP**
Action: Provider:
Pharm Notes:
Comments (Office only):

Date: 5/6/15 17:42 EDT From: [staging test pharmacy](#) To: zV
Patient: [Swizzle Wizzle](#) [View](#) (DOB: 01/01/1993)
LOV: none
Re: Renew **buspirone 5 mg tablet** [Requested As: buspirone tablet 5 mg]

Each prescription can be denied, changed, renewed with various refill choices, forwarded to another provider in the practice, or removed. Each prescription renewal request action can be individually set as appropriate and the entire group submitted at the same time.