

# Ordering + ePrescribing Medication in eCW

## Prescribing is a 2-step Process

### Step 1: Placing the Medication Order

→ There are 3 scenarios for this—new med, refill, and titration

### Step 2: E-prescribing [Electronically sending Rx to the Pharmacy]

## Step I. Placing the Medication Order (3 Scenarios)

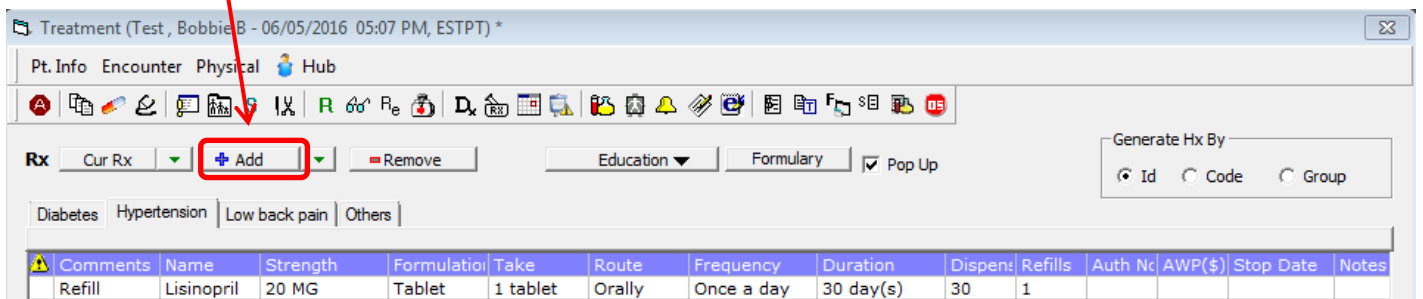
### SCENARIO #1: Ordering New Medication

1. From the Progress Note, click the “Treatment” blue hyperlink:

**Plan:**

**Treatment:**

2. Click the Add button:



Treatment (Test, Bobbie B - 06/05/2016 05:07 PM, ESTPT) \*

Pt. Info Encounter Physical Hub

Rx Cur Rx **+ Add** Remove Education Formulary Pop Up

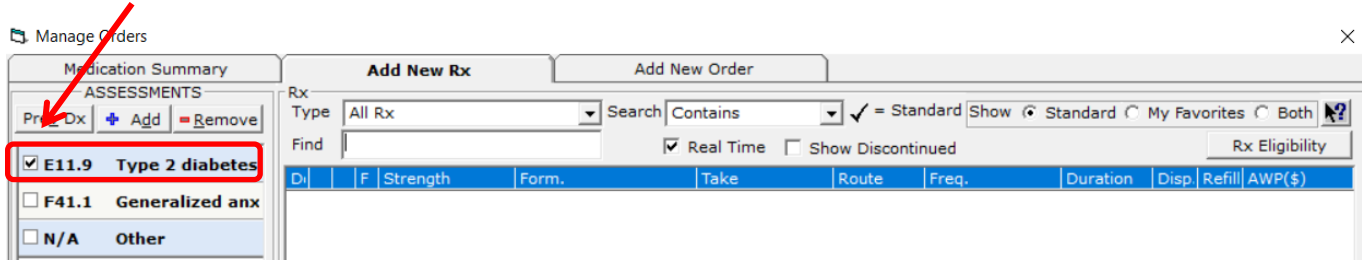
Diabetes Hypertension Low back pain Others

Comments	Name	Strength	Formulation	Take	Route	Frequency	Duration	Dispens	Refills	Auth Nc	AWP(\$)	Stop Date	Notes
Refill	Lisinopril	20 MG	Tablet	1 tablet	Orally	Once a day	30 day(s)	30	1				

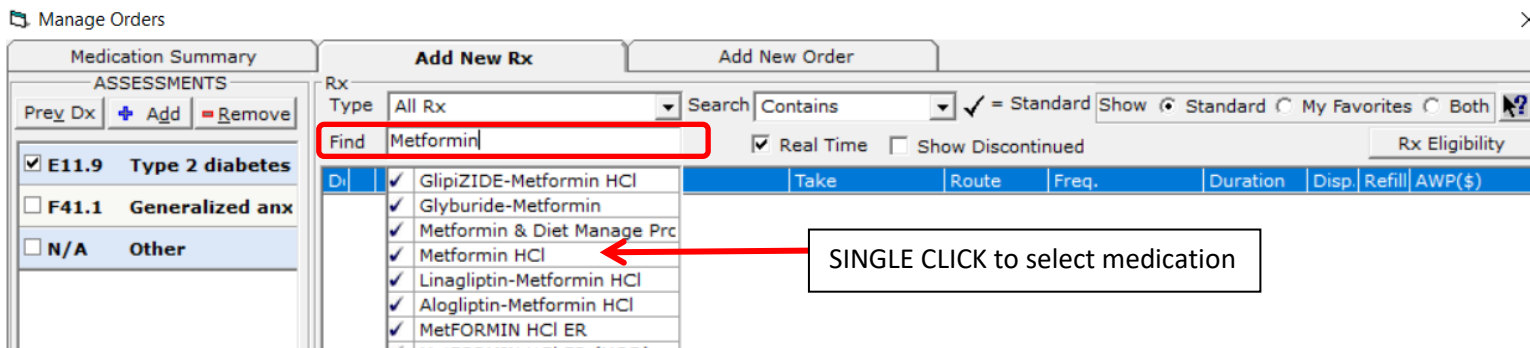
# Ordering + ePrescribing Medication in eCW

3. In the *Manage Orders* screen on the *Add New Rx* tab:

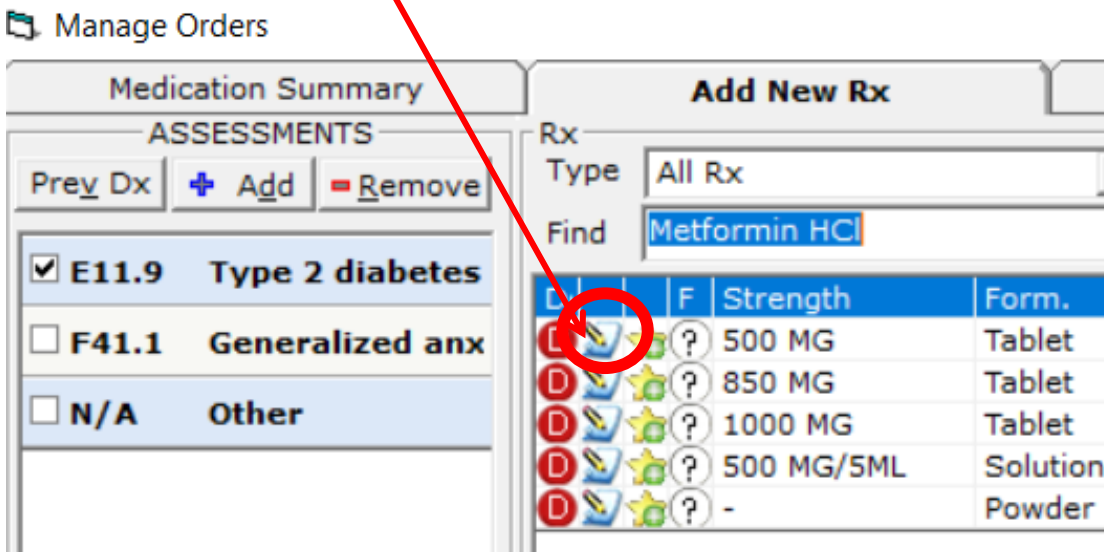
(Check the box for the Assessment that you would like to prescribe for **BEFORE** searching for the Medication!) DO NOT SKIP THIS STEP!



4. Type the medication name in the *Find* field and **SINGLE CLICK** on the medication name. ONLY CLICK ONCE ON THE MEDICATION NAME. (Ex: Type Metformin into the Find box, then click once on Metformin HCL to select that particular Metformin.)



5. SINGLE CLICK the Pencil/Pad icon. This will take you to the Rx Editor Window.



# Ordering + ePrescribing Medication in eCW

6. Write the script using the **Rx editor window**. Each field (with the exception of refill) must be filled in or the e-prescription will not send. Make adjustments by selecting an option in the column you want to change or typing into the white boxes.

Type any additional /specific instructions for taking the medication by free-texting into the white *Take* field.  
*Example: 1 tablet every morning with breakfast.*

**Dispense Amount:** will automatically calculate based on the "Take", "Frequency" and "Duration" fields. If this does not calculate, then you will need to click on the yellow caret and use the virtual keypad to enter the numbers.

Click on the yellow caret. A virtual keypad will appear. Use the virtual keypad to enter the number of refills.

Strength - Formulation	Take	Route	Frequency	Duration	Dispense	Refill
500 MG - Tablet	1 tablet with a meal	Orally	Once a day	30 day(s)	30	
850 MG - Tablet	5 ml with a meal	Orally	Once a day			
1000 MG - Tablet	1 tablet with a meal					
500 MG/5ML - Solution						
-- Powder						

\* Combined length of Take, Route and Frequency cannot exceed 132 characters. (Remaining Characters 96).  
 \* Custom Dosages are not shown by default. To Show/Hide Custom Dosages Setting follow the link: MySetting --> Show/Hide Tab --> Custom Dosages in Rx Edit Screen

**Rx: Metformin HCl 500 MG Tablet, TAKE: 1 tablet with a meal, Orally Once a day, for 30 day(s), DISPENSE: 30**

This line shows how the instructions will appear on the prescription bottle.

Sarah Labriny

## Ordering + ePrescribing Medication in eCW

7. Click on *Apply* when finished editing script.
8. Repeat steps 10-13 for each new script to be written.
9. Click the OK button to close the Manage Orders window and return to the Treatment window.

# Ordering + ePrescribing Medication in eCW

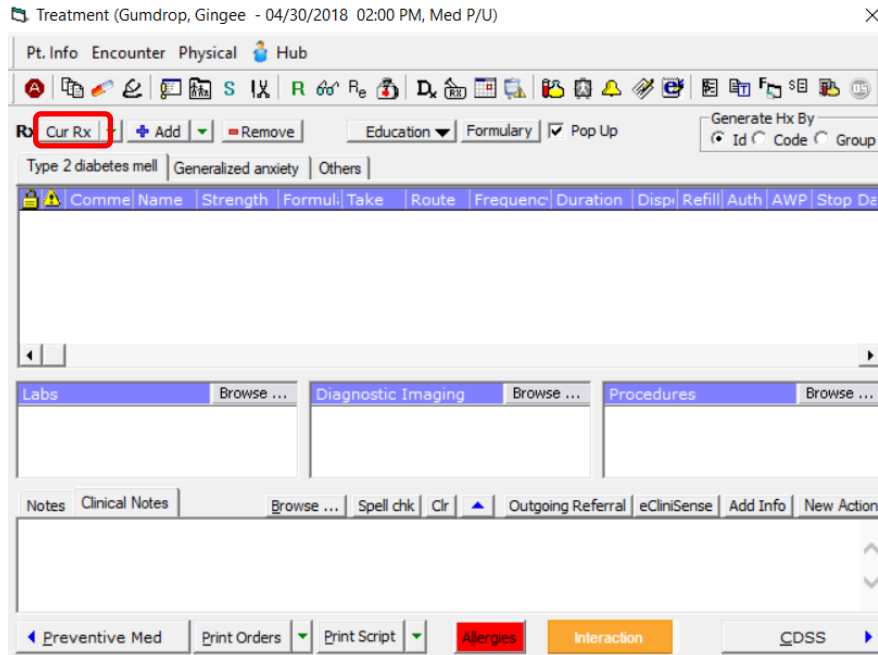
## SCENARIO #2: Refilling Current Rx (NOT ADDING NEW MED)

1. From the Progress Note, click the "Treatment" blue hyperlink:

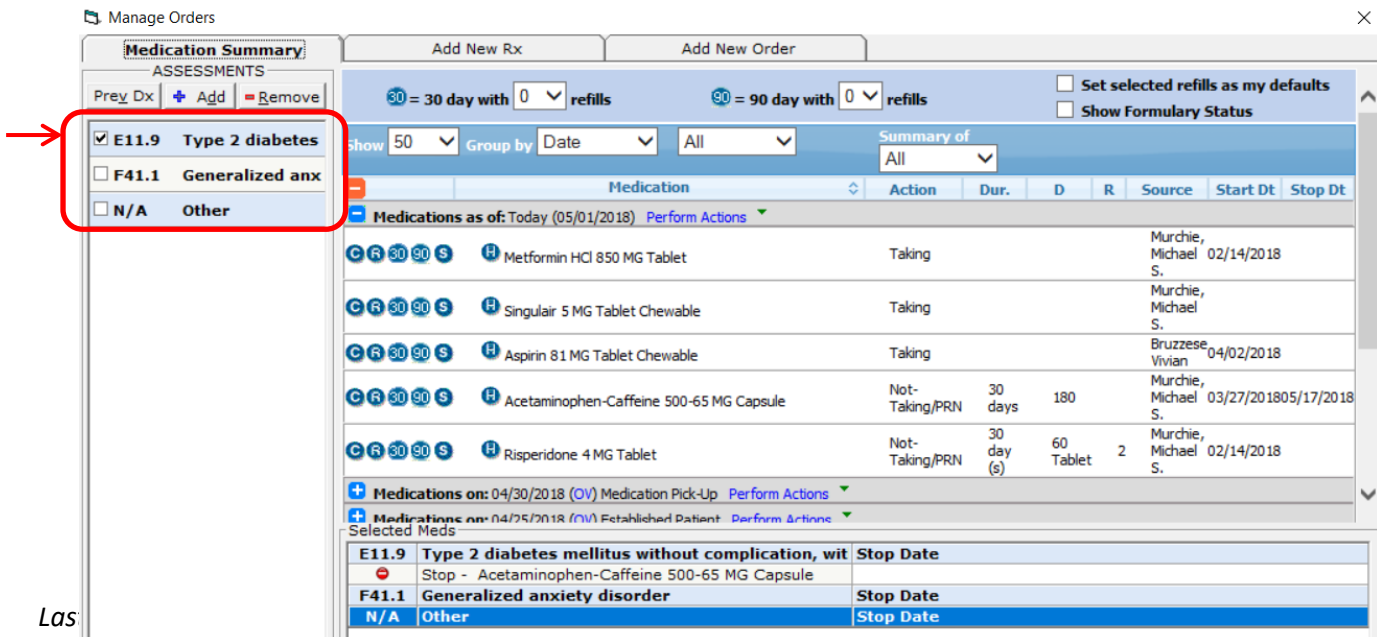
**Plan:**

[Treatment:](#)

2. Click the Cur Rx button at the top left of the Treatment Window:



3. In the Manage Orders screen: **\*\*\*Link the Assessment/Dx Code\*\*\***  
(Check the appropriate box BEFORE searching for the Medication!) DO NOT SKIP THIS STEP!



Las

# Ordering + ePrescribing Medication in eCW

4. On the left, select a quick button to adjust medication:

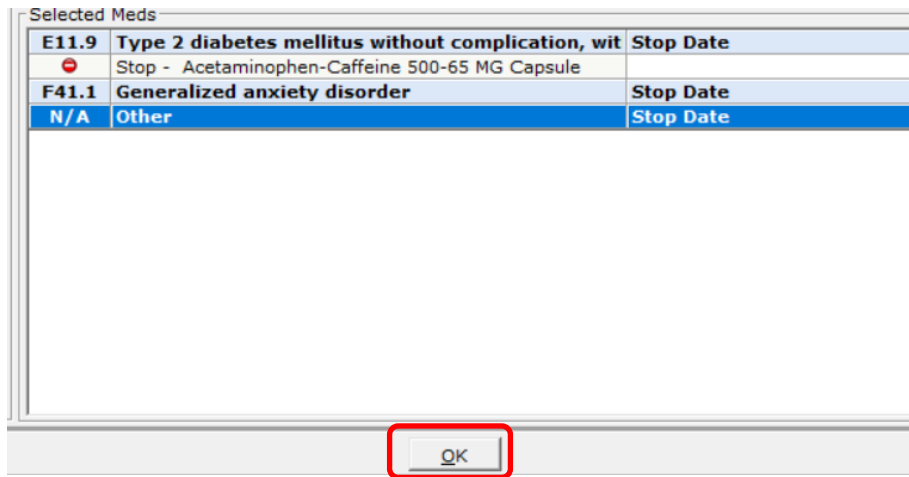


- C - Continue (Increase/Decrease dosage)
- R – Refill
- 30 – Refill for 30 days without any adjustments
- 90 – Refill for 90 days without any adjustments
- S - Stop

Once the action for a medication is selected, the medication should drop to the bottom of the screen under the assessment that was checked off when the medication was selected.

5. Repeat steps 3-4 to add each *current* medication.

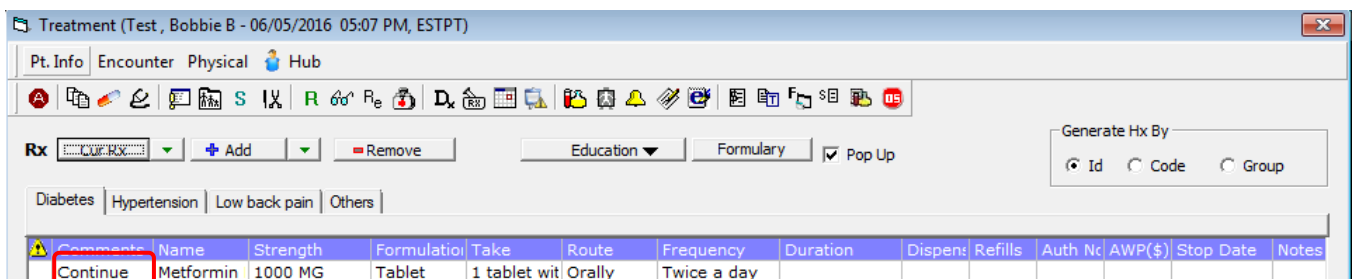
6. Click the OK button (bottom center of the window) when you're finished adding *current* medications to the list:



## SCENARIO #3: Titrating (Increasing or Decreasing) Rx (NOT ADDING NEW MED)

**\*\*First Complete Steps 1-6 for Refilling Current Rx above, then complete the following steps:**

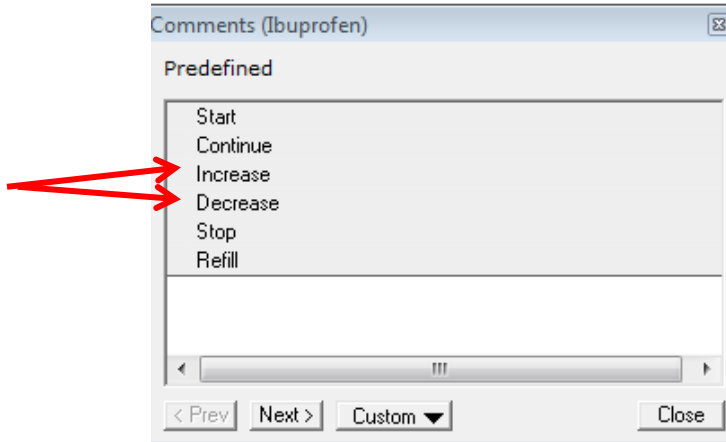
1. From the Treatment Window, click the “Continue” comment to the left of the medication name.



Last Updated 5/4/2018 by Sarah Labriny

# Ordering + ePrescribing Medication in eCW

2. Select the appropriate change—increase or decrease. Press close.



3. Change the strength, frequency, take amount, instructions etc. by clicking directly into the corresponding box next to the medication name.

Diabetes   Hypertension   Low back pain   Others														
⚠	Comments	Name	Strength	Formulation	Take	Route	Frequency	Duration	Dispen:	Refills	Auth Nc	AWP(\$)	Stop Date	Notes
	Continue	Metformin	1000 MG	Tablet	1 tablet wit	Orally	Twice a day							

\*Note: If you stop the medication, please enter a stop date

## Ordering + ePrescribing Medication in eCW

- The Rx Editor window will appear. Make adjustments by selecting an option in the column you want to change or typing into the white boxes. To change information in Yellow Boxes, click on the yellow caret to the right of the box and use the keypad that appears. The dispense amount will calculate for you based on the "Take", "Frequency" and "Duration" fields. If this does not calculate, then you will need to click on the yellow caret and use the virtual keypad to punch in the numbers.
- Click *Apply* when finished making adjustments.

Strength	Formulation	Take	Route	Frequency	Duration	Dispense	Refill
500 MG	Powder	1 tablet with meals	Orally	Twice a day	as needed		0
850 MG	Tablet	1 tablet with a meal	Orally	Once a day		10	1
1000 MG	Solution	5 ml with meals		Twice a day	1 dose	20	1
500 MG/5ML	vk	1 tablet with a meal		1/2 hour before sexual activi	05 days	30	2
				day	07 days	40	3
				ONE TABLET 3 TIMES A DA	10 days	60	4
				prn	14 days	90	5
				twice	30 days		6
					60 days		6
					90 days		

850 MG	▼	Tablet	⊖	1 tablet with a	▼	⊖	Orally	⊖	Twice a day	▼	⊖	30 days	▼	⊖	60 Tablet	▼	⊖	1	▼	⊖
--------	---	--------	---	-----------------	---	---	--------	---	-------------	---	---	---------	---	---	-----------	---	---	---	---	---

\* Combined length of Take, Route and Frequency cannot exceed 132 characters. **(Remaining Characters 95).**

\* Custom Dosages are not shown by default. To Show/Hide Custom Dosages Setting follow the link: MySetting --> Show/Hide Tab --> Custom Dosages in Rx Edit Screen

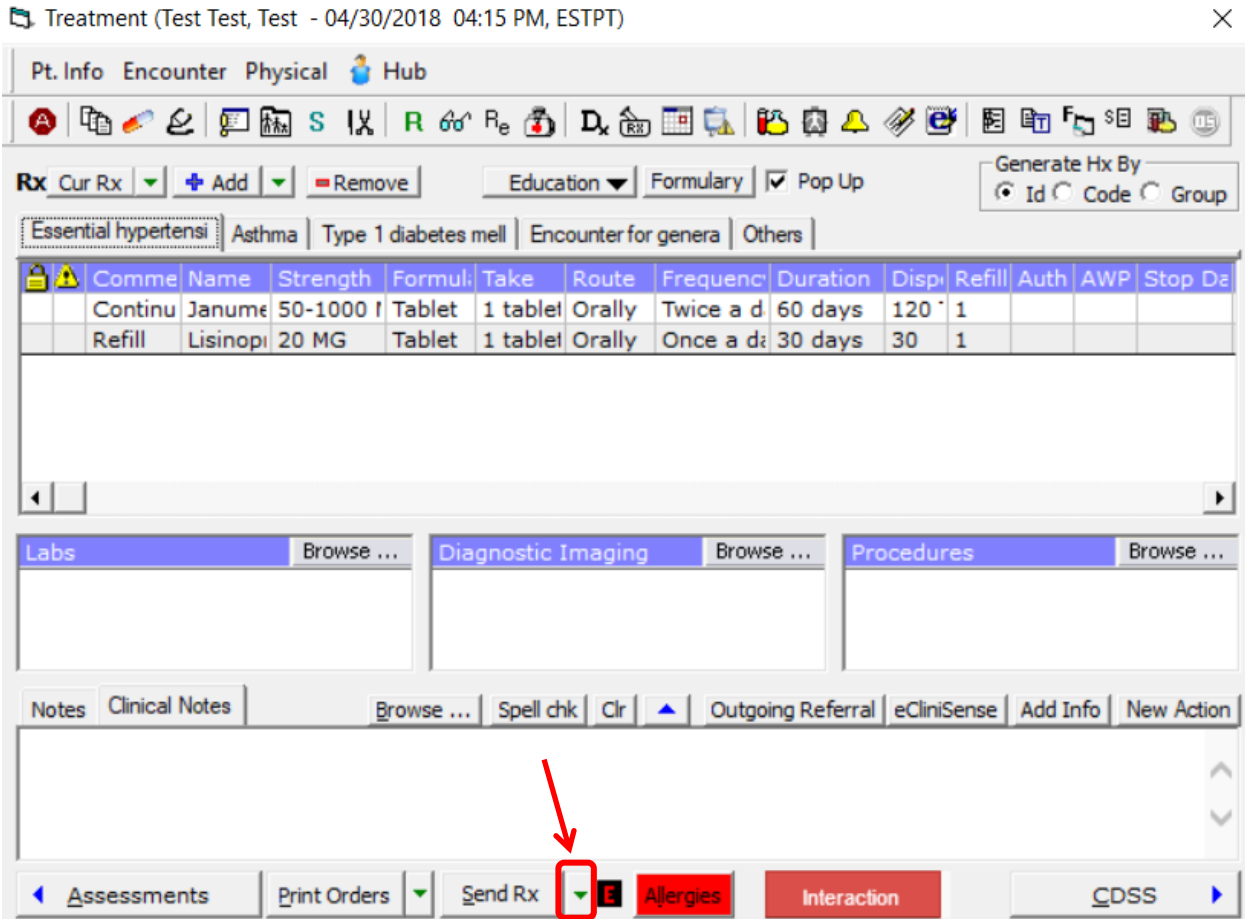
**Rx:** Metformin HCl 850 MG Tablet, **TAKE:** 1 tablet with a meal, Orally Twice a day, for 30 days, **DISPENSE:** 60 Tablet, **REFILLS:** 1



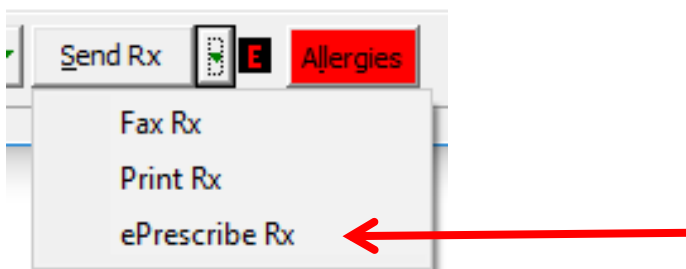
# Ordering + ePrescribing Medication in eCW

## Step 2. E-Prescribing (Classic View + Modern View)

1. From within the Treatment window, click the **drop-down carat** next to the Send Rx or Print Rx button:



2. A drop-down menu will appear with 3 options. Select “ePrescribe Rx” (or Print Rx if capability to e-prescribe not available, or prescribing controlled substance as approved by CHM Provider leadership).



3. There are two “views” for e-prescribing—Classic View and Modern View. Use the following guide that matches your view.

# Ordering + ePrescribing Medication in eCW

## Classic View

In the ePrescribe Rx window (CLASSIC VIEW), do the following:

**#1** Select the Pharmacy (use drop-down for past pharmacies or ellipsis to search for a pharmacy). Only one can be selected.

**#2** (Optional) Add Notes for the pharmacist.

**#3** Check the outermost box next to the medications that should be sent to the pharmacy selected above.

**#4** Click the Send ePrescription button.

**#5** Repeat Steps 1-4 for each pharmacy to send scripts generated in current progress note.

ah Labriny

# Ordering + ePrescribing Medication in eCW

## Modern View

In the ePrescribe Rx window (MODERN VIEW), do the following:

**#1** Ensure that the mode for all prescriptions are set to e-prescribe (unless you specifically want to print it). To change the mode, click on the carat next and select e-prescribe from the drop-down menu.

Then, ensure that the checkboxes for the medications you intend to e-prescribe are checked off.

**#2** Select the Pharmacy by clicking into the box in the Pharmacy column. Do this for each individual medication.

**#3 (Optional)** Add Notes for the pharmacist in the comments field. Then, check the box for each med that you would like to apply the note to and press "Apply to Selected". This will add the notes to the comments section in the right column.

**#4** Click the Send button.

Common Send

Test Test, Test, 1/1/1979, F

Patient Orders For Patients

**New and Refill Rx**

<input type="checkbox"/>	Mode ▾	<input type="checkbox"/>	Rx	Pharmacy	Last Filled: 04-06-2018 30 days, Dispense: 30 , Refills: 1	Comments: Supervising Provider: DEA#: MS2552594	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	ePrescribe ▾	<input checked="" type="checkbox"/>	Lisinopril (20 MG Tablet) 1 tablet, Once a day, Orally	CROSS OVER HEALTH CENTER,108 COWARDIN AVENUE,RICHMOND,VA,23224			<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	ePrescribe ▾	<input checked="" type="checkbox"/>	Pepto-Bismol (524 MG/30ML Suspension) 30 ml every 4 hours, prn, Orally	CROSS OVER HEALTH CENTER,108 COWARDIN AVENUE,RICHMOND,VA,23224			<input checked="" type="checkbox"/>

**Existing Rx**

<input type="checkbox"/>	Mode ▾	<input type="checkbox"/>	Rx	Pharmacy	Last Filled: 03-15-2018 60 days, Dispense: 120 Tablet , Refills: 1	Comments: Supervising Provider: DEA#: MS2552594	<input checked="" type="checkbox"/>
<input type="checkbox"/>	ePrescribe ▾	<input type="checkbox"/>	Janumet (50-1000 MG Tablet) 1 tablet with meals, Twice a day, Orally	CROSS OVER HEALTH CENTER,108 COWARDIN AVENUE,RICHMOND,VA,23224			<input checked="" type="checkbox"/>

# Ordering + ePrescribing Medication in eCW

The screenshot shows a window titled "Progress Status" with a sub-header "Rx". Below this, there is a list of three medications, each with a green checkmark to its left: Lisinopril, Pepto-Bismol, and Janumet. At the bottom right of the window, there is a blue button labeled "Ok".

**#5** This page indicates that the clinician has successfully e-prescribed. Press "Ok" and exit out of the E-prescribing window.

NOTE: The e-Prescribing window will not disappear—this is not an error. Exit the e-Prescribing window, DO NOT PRESS SEND AGAIN. That will send the prescription to the pharmacy a second time.

The screenshot shows a window titled "Progress Status" with a sub-header "Rx". Below this, there is a red 'X' icon followed by an error message: "Aspirin : Dispense/Duration/Refills field(s) should be numeric. For ePrescription 'Dispense' field is mandatory and should have numeric value." At the bottom right of the window, there is a blue button labeled "Ok".

**#6** This page indicates that the clinician has NOT successfully e-prescribed. This usually means that one of the fields was left blank (dispense amount, duration, frequency...etc.). Clinician must press "Ok", exit out of the e-Prescribing window and click into the medication on the treatment window to enter the Rx Editor Window (see step in the **Ordering New Medication** section above for details on the Rx Editor Window).

# Ordering + ePrescribing Medication in eCW

## Checking to See That Rx was sent to Pharmacy

1. Click the *Hub* button located on the top left of the Progress Note:

Test, Gingee, 15 Y, M Info **Hub**

1234 Dulock Lane  
Richmond, VA 23220  
H: 804-625-9489  
M: 804-625-9489  
DOB: 01/01/2003  
slabriny@crossovermi

Appt  
PCP:  
Langu  
Trans

Medical Summary | CDSS | Alerts |

SF

2. Click the *ePrescription Logs* button.

Patient Hub (Test, Gingee)

Labs	DI	Procedures	Imm/T.Inj	Referrals	Allergies	CDSS	Alerts	Notes
------	----	------------	-----------	-----------	-----------	------	--------	-------

**Test, Gingee** Info Home: 804-625-9489  
1234 Dulock Lane Work:  
Cell: 804-625-9489  
Richmond, VA-23220 Email: slabriny@crossovermi  
DOB: 01/01/2003 Insurance: CrossOver Uninsured  
Age: 15 Y Sex: M PCP: St. Germain, Mary  
Advance Directive: Rendering Pr:  
WebEnabled: Yes Default Facility: Crossover Wes...  
Messenger Enabled: Yes  
Last vMsg:  
Account No: AB107050

Patient Balance: \$0.00 Collection Status:  
Account Balance: \$0.00 Assigned To:

Labs	-	Tel Enc	-
DI	-	Web Enc	-
Referrals	-	Documents	-
Actions	-	P2P	-

Last Appt: Facility:  
Next Appt: Facility:  
Bumped Appts: NONE Case Manager Hx: 🧑

New Appt	New Tel Enc	Print Label(s) ▾	Billing Alert	Patient Docs
Letters	Encounters	Medical Summary	Rx	Progress Notes
eCliniForms	Devices ▾	Problem List	Medical Record	Send eMsg
Account Inquiry ▾	Guarantor Bal.	Consult Notes	Letter Logs	Fax Logs
Action ▾	New Web Enc	Flowsheets	Messenger ▾	Billing Logs
<b>ePrescription Logs</b>	PL 9 to 10			

Close

# Ordering + ePrescribing Medication in eCW

3. The ePrescription Log Window will appear. In the Change the Provider to ALL

ePrescription Logs

Category: All Sent Rx | Current Log: All | Provider: All | Facility: | Set Default

Type	Status	Provider	Pharmacy	Drug Description	Sent By	Sent Date	A
New Rx	Pending	Murchie, Michael	CROSS OVER HEALTH CENT	Ibuprofen 200 MG Tablet	slabriny	2018-05-02 16:03:	<input checked="" type="checkbox"/>
New Rx	Pending	Murchie, Michael	CROSS OVER HEALTH CENT	Aspirin 81 MG Tablet Chewable	slabriny	2018-05-02 16:03:	<input type="checkbox"/>
New Rx	Pending	Murchie, Michael	CROSS OVER HEALTH CENT	Venlafaxine HCl 25 MG Tablet	slabriny	2018-05-02 16:03:	<input type="checkbox"/>
New Rx	Pending	Murchie, Michael	CROSS OVER HEALTH CENT	Claritin 5 MG Tablet Chewable	slabriny	2018-05-02 16:03:	<input type="checkbox"/>
New Rx	Pending	Murchie, Michael	CROSS OVER HEALTH CENT	Aspirin 81 MG Tablet Chewable	slabriny	2018-05-02 16:02:	<input type="checkbox"/>
New Rx	Success	Murchie, Michael	CROSS OVER HEALTH CENT	Aspirin 81 MG Tablet Chewable	slabriny	2018-05-02 14:09:	<input type="checkbox"/>

<< Previous | Next >> | Close

4. Look in the Status column for the medication you prescribed.

- a. Pending = it is still being sent to the Pharmacy's computer system
- b. Success = The Pharmacy has received the e-prescription. (This does NOT mean that they have filled the medication yet.)
- c. Failed = There was an error in e-prescribing. Go through the e-Prescribing process again (See section above called **Step 2: E-Prescribing**).

For eClinicalWorks Questions, please contact Sarah Labriny, EHR Coordinator at CrossOver Healthcare Ministry:

[slabriny@crossoverministry.org](mailto:slabriny@crossoverministry.org)

804-625-9489