

Prescription Report

The **Prescription Report** allows users to manage all prescription activity within one convenient location.

1. Click **Prescription Report** in the blue toolbar at the top of the screen.



2. Select the appropriate provider or select **All Providers** from the drop-down list.
3. Select either **All Patients** or the **Current (patient)**.
4. Select the appropriate Status:
 - a. **All**: displays pending and completed prescriptions.
 - b. **Pending**: displays only those prescriptions that have not had any action taken on them.
 - c. **Completed**: displays all completed prescriptions (signed and sent or signed and printed).
 - i. When **Completed** is selected, a date filter is displayed. Select the appropriate date range.
 - d. **Undeliverable**: displays prescriptions that have not been delivered to the pharmacy.
5. Click on the **Display Report** icon to show the report on screen. All prescriptions that match the criteria will be displayed below.
6. The report contains multiple columns and will show you the Status of the prescription and sig details, allowing you also to take Action on each prescription.
 - a. **Status**: shows whether or not a prescription was successfully sent to the prescription's final destination. Hover your mouse over the icon to display the meaning for each icon.
 - b. **Pre-validation messages**:
 - i. "Patient Address Incomplete. Unsendable"
 1. The patient is missing Address Line 1 which must be populated in order to transmit a controlled substance electronically
 - ii. "Oversize notes, Fax/Print Only" -
 1. Either patient directions or directions to pharmacist have exceeded the allowed character limit.



- c. **Action:** depending on the status of the prescription, different Actions will display. Hover your mouse over an icon to display an explanation for each Action.
 - a. **All prescriptions:**
 - i. Favor: adds the prescription to your Favorites List.
 - b. **Pending prescriptions:**
 - i. Modify: allows you to modify the prescription before completing it.
 - ii. Delete: allows you to delete any instance of the prescription.
 - c. **Completed prescriptions:**
 - i. Cancel: cancels the prescription, and sends a notice to the pharmacy.
 - ii. Reprint: reprints a completed prescription.
 - iii. Resend: resends a completed prescription.
 - iv. Renew: renews a completed prescription.
7. Select the prescriptions to complete by checking the box to the left of the desired prescription. Pending prescriptions can be completed from the Prescription Report.
8. Enter your **Signature Password** at the bottom.
9. Click one of the action buttons, listed below, depending on healthcare provider.

Provider Options

- **Send:** transmits prescription(s) to the pharmacy.
- **Send & Print:** transmits prescription(s) to the pharmacy and prints the prescriptions to the local office printer.
- **Print don't Send:** sends the prescriptions to the local office printer, but does not send it to pharmacy.
- **Sign don't Send:** adds medication(s) to the patient's active medication list but does not send to pharmacy (often used when giving samples).

Signature Password

Send Copy to Patient at:

All options require a valid **Signature Password**.

