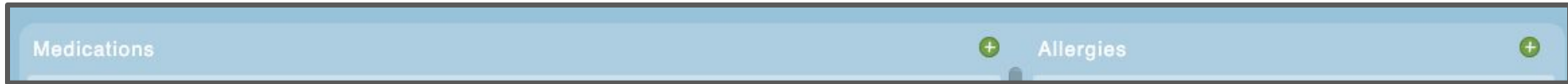
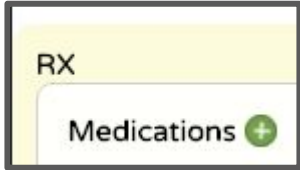


Rcopia 4

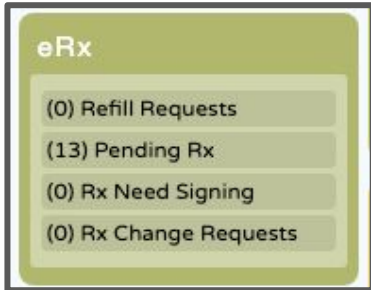
eRx

Accessing eRx

From Encounter or Chart : Select the green + next to Medications or Allergies



Pending items will be in the eRx box on the dashboard



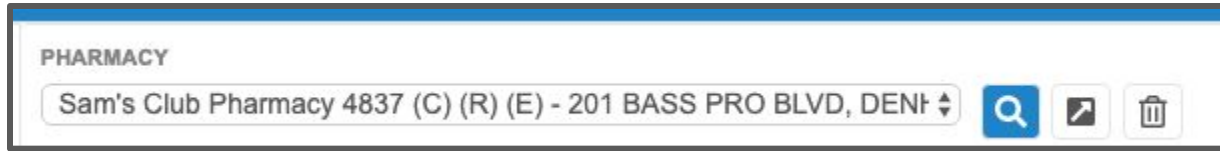
iMed will provide you with you signature password that you can change.
If you are set up for EPCS, you would have created your token passphrase when you registered

Do **not** keep multiple windows open, this will problems. Close after each patient

Default Pharmacy & Allergies

Set Patient Default Pharmacy

- Click **Please set the default pharmacy** link or click the **Search** icon in the Patient Info widget.
- Filter the search using the radio buttons on the left and enter minimal search criteria (pharmacy name and zip code).
- Click **Search**. Hover over the pharmacy types listed on the far right for descriptions.
- Click on the name of the desired pharmacy to select. Rcopia will store up to five pharmacies for each patient.



PHARMACY

Sam's Club Pharmacy 4837 (C) (R) (E) - 201 BASS PRO BLVD, DENT

Search, Share, Delete icons

Add Medication Allergy

- Click red **Please confirm this patient's allergies** link (if none entered), or navigate to the Allergies widget.
- Click **NKDA (No known drug allergies)** or **Add Allergy**.
 - If adding, search and select medication name or **Select Common Allergen** dropdown list.
 - Enter optional information (reaction, severity, onset date) if desired.

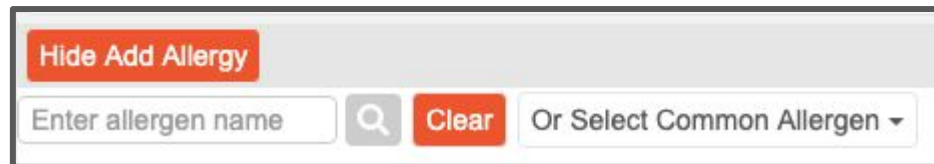


Allergies

Active Allergies

No Known Drug Allergies (NKDA)

Add Allergy



Hide Add Allergy

Enter allergen name

Search icon

Clear

Or Select Common Allergen

Writing Prescription & Bulk Sign Off



Create New Prescription

- Click the **Create New Prescription** or select one of your favorites from the icon
 - If using a favorite, make sure to fill in missing information.
- To continue with a new manual prescription, enter medication to search and select from results.
- Select strength and enter details (sig, duration, quantity, refills, etc)
 - Additional directions can be entered in the **Directions to Patient** box or the **Directions to Pharmacist** box.
- Click **Review** to review the prescription.
- Select the desired action at the bottom.
- Locate any pending prescriptions within the **Prescription Management** widget.
- Select the desired action for completing the prescription by clicking **Send**, **Send and Print**, **Print w/out Sending**, or **Sign w/ out Sending**

Bulk Sign-off Pending Prescriptions

- Locate pending prescriptions within **Prescription Management** on patient summary or click **Prescription Report** in the top toolbar.
- Change filter settings as needed.
- Click **Search**.
- Review and modify prescription(s) as needed.
- Sign and send prescriptions at the bottom of the screen.

Medication Renewals

Renew Medications

- On the patient summary screen check of the active medications, click the **Renew** icon to recreate and process a medication.
- Click the **Prescribe** icon to edit an active medication
- To renew multiple active medications, check the box next to the medication name.
- Click **Renew Selected** icon.
- Sign pending prescriptions at the bottom of the screen.



Renewal Requests

- Click on the **Pharmacy Message** notification icon.
- Filter list by provider as necessary.
- Select desired action in dropdown list.
- Add appropriate comments as needed.
- Enter signature password, and click Send to process.

Set & Use Favorites

☰ iMedEMR
Powered by iMedCORE

- Patient Info
- Prescribe
- Medications
- Allergies
- Diagnoses
- Prescription Report
- Pharmacy Messages
- Reports
- Settings
- Utilities**
- Support Center

Add favorites through **Utilities** from the menu, on the **Review** screen when prescribing, or from **Prescription Management** on patient summary screen.

- To select a favorite, use Favorites icon near the top of the screen
 - **Org Favorites:** an organization list controlled by admins.
 - **My Favorites:** your personal list.
 - **Recent:** 10 most recently prescribed prescriptions from the past 10 days.
- Sign and send prescriptions at the bottom of the screen



Reset Close

Favorites

Org Favorites	My Favorites	Recent
Flagyl 500 mg tablet <ul style="list-style-type: none">1 tablet by mouth twice a day (qty:14)	acetaminophen-codeine 300-30 mg tablet <ul style="list-style-type: none">1 tablet oral every six hours as needed (qty:20) Ala-Hist PE (dexbrompheniramine-phenyleph) 2-10 mg tablet <ul style="list-style-type: none">1 tablet oral twice a day as needed (qty:30 rfi:1) Alabist CE (dexbrompheniramine-phenyleph-dm) 2-10-20 mg tablet	Bystolic 10 mg tablet <ul style="list-style-type: none">1 tablet by mouth once a day (qty:30 rfi:2) Celebrex 100 mg capsule <ul style="list-style-type: none">1 capsule by mouth once a day (qty:30 rfi:1) diclofenac sodium 75 mg tablet delayed release

Manage Favorites

Medications

Modify your favorites list(s) below.

Practice Favorites Location Favorites My Favorites