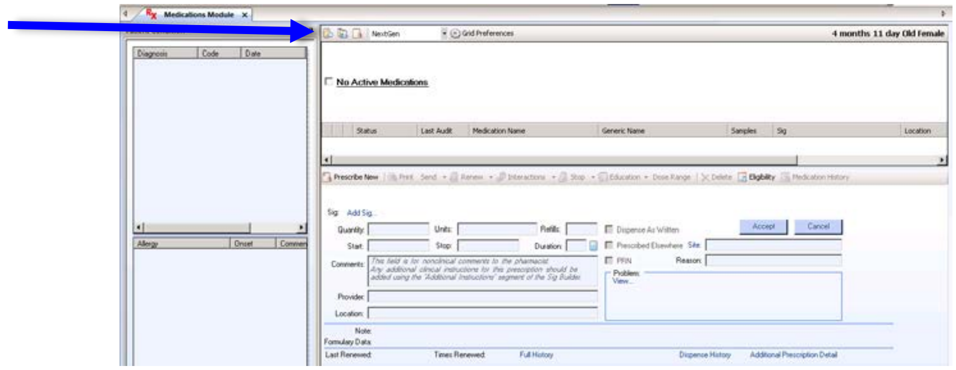
This guide will help you record, dispense and prescribe medications.

I. Opening the Module

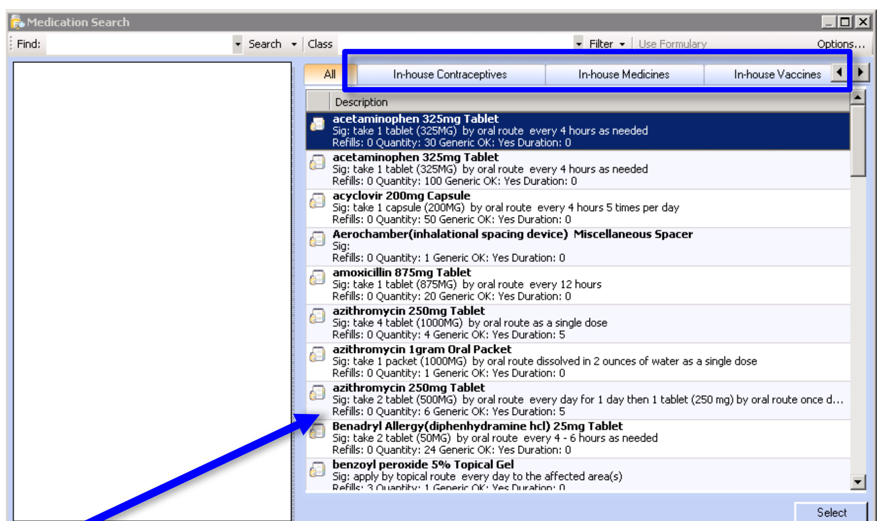
A. Within a patient's chart, click on the  icon either at the bottom of the *Patient History* window or EHR toolbar.

B. The Medication Module will open. Now click on the *Medication Search* button.



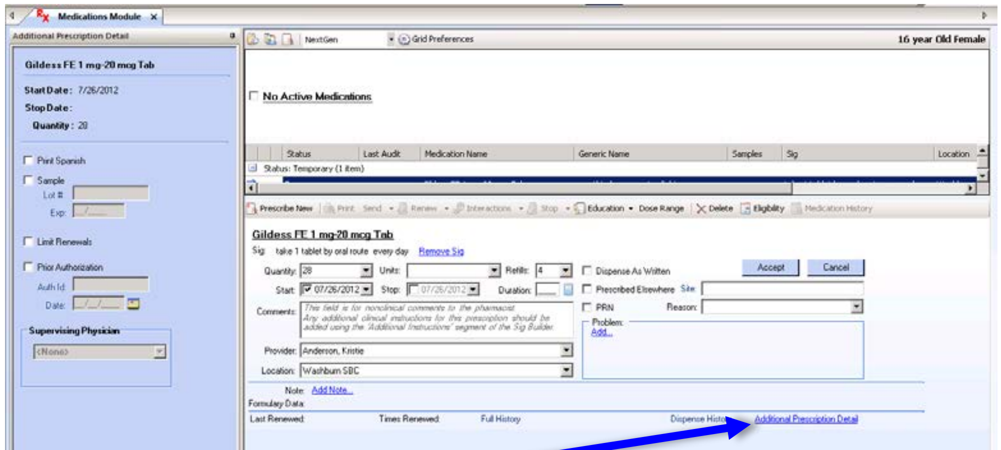
II. Entering Medications Dispensed In-house (at the SBC)

A. When the *Medication Search* window opens, you will see In-*house Contraceptives, In-house Medicines* and *In-house Vaccines* tabs. These are all of the meds we offer as they appear on the Meds & Vaccines Clinic Supply Form. Click on the appropriate tab.



B. Double-click on the medication you wish to dispense. The quantity and dosage have already been selected.

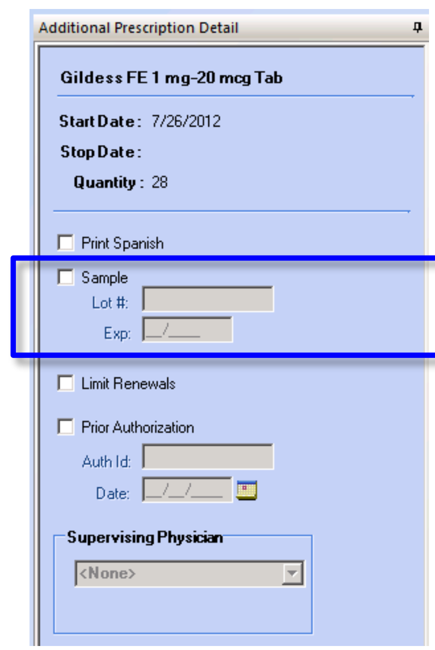
You will now see the medication you selected in the bottom section of the Med Module. The medication has not yet been dispensed.



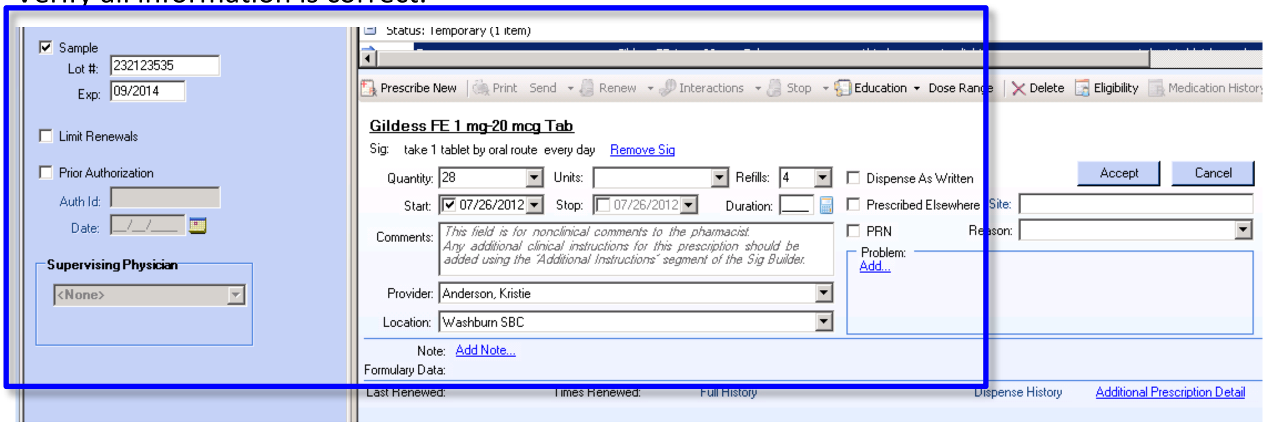
C. Click on the *Additional Prescription Detail* link.

D. Click on the *Sample* checkbox

1. Enter the Lot # of the medication
2. Enter the Expiration date of the medication

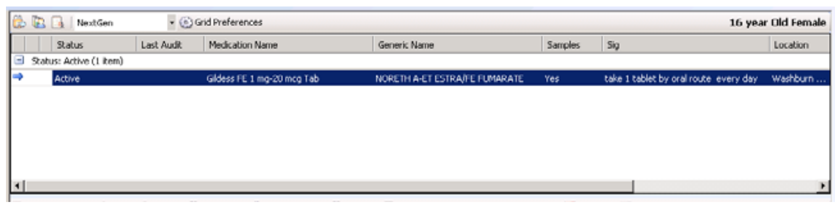


E. Verify all information is correct.

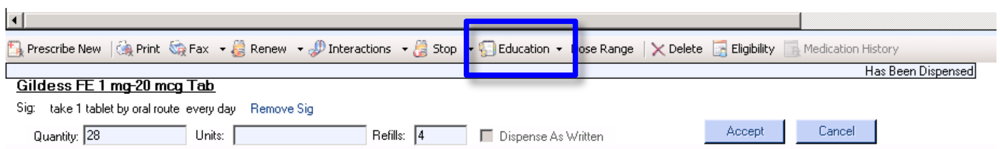


Hint: You can enter past medications by changing the *Start* and *Stop* dates.

F. Click the *Accept* button.
The medication has now been dispensed and appears at the top of the module.



G. You can also click on *Education* and select *External Reference* to give information to the patient on the medication.



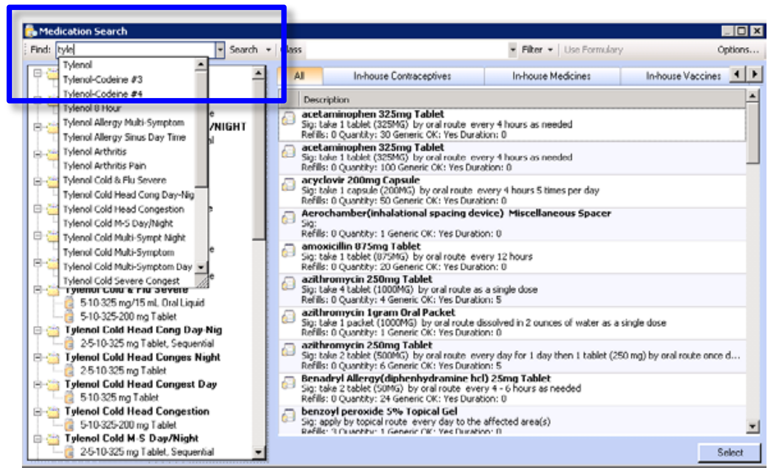
Note: When refilling an in-house prescription, you will want to re-enter it as a new medication in order to track the lot and expiration dates. Do not use the *Renew Rx* option.

III. Entering Current/Past Medications Dispensed Outside of the SBC (another clinic, etc)

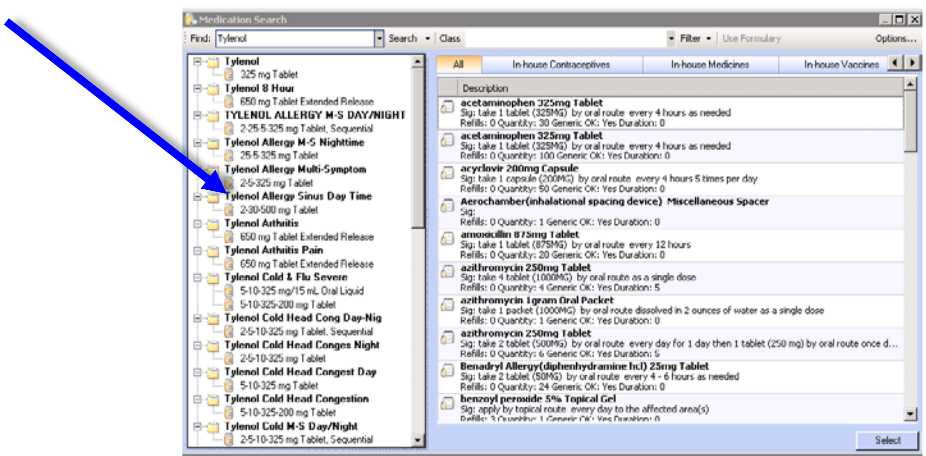
Do not follow this procedure if you are prescribing or E-Prescribing. This is for medications the patient either is already taking or used to take.

A. When the *Medication Search* window opens, click in the *Find* field and start typing the medication name. Possible matches will start to fill the dropdown menu.

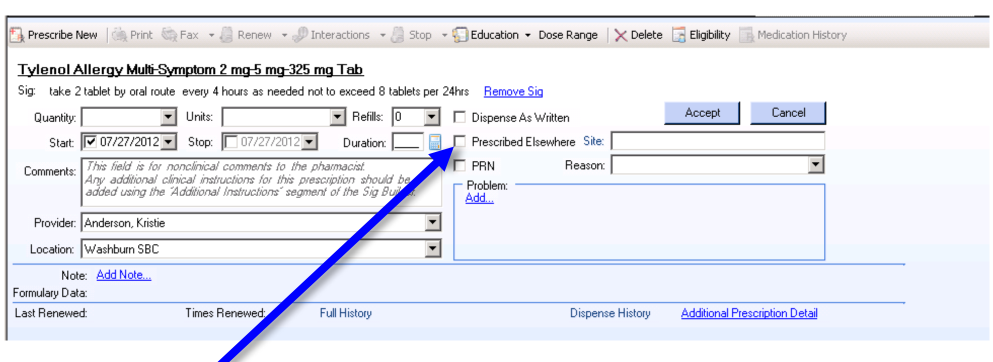
B. Select the closest match to the medication.



C. Double-click on the correct medication from the list.



D. If you know the *Quantity and Units*, enter them in the Med Module. If you don't, just leave them blank.



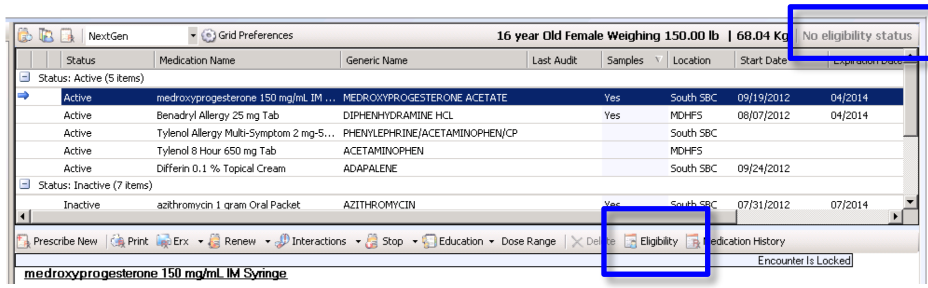
E. Check the *Prescribed Elsewhere* box

F. Click on the *Accept* button
The medication has now been dispensed and appears at the top of the module.

IV. E-Prescribing/Prescribing Medications

A. Check Eligibility

1. In the Medication Module, check to see if a status has been set.



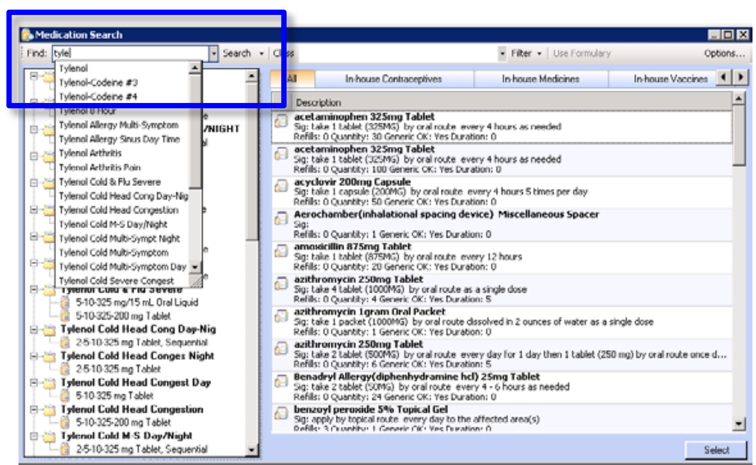
2. If there is no status, click on the *Eligibility* button.

Hint: See the *Advanced Training* section to see how to check eligibility prior to an appointment.

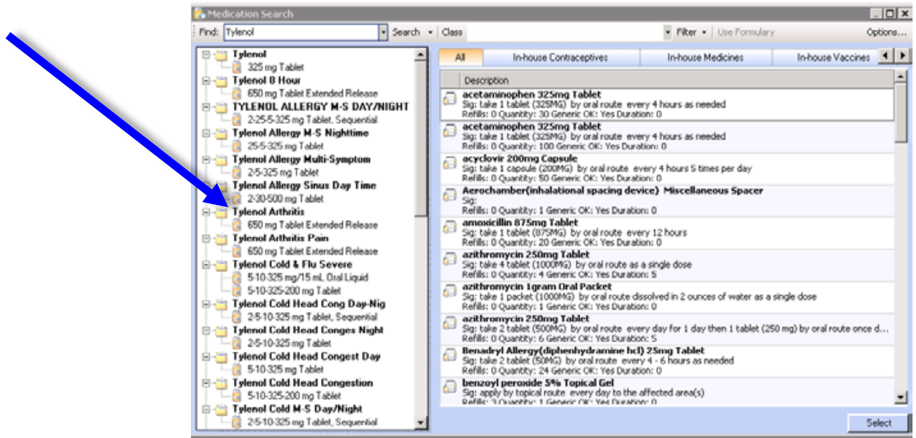
B. Not eligible Patient/Medication

1. If the patient or the medication is not eligible, click in the *Find* field and start typing the medication name. Possible matches will start to fill the dropdown menu.

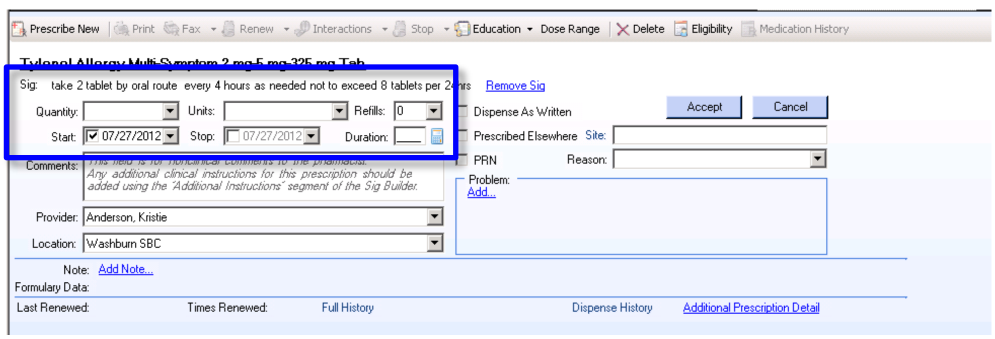
2. Select the closest match to the medication.



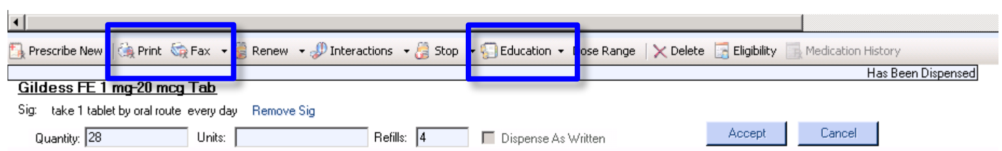
3. Double-click on the correct medication from the list.



4. Ensure the *Sig* is correct. If not, click on it to edit.
5. Enter the *Quantity, Units, Refills* and *Start* date.
6. Click on the *Accept* button



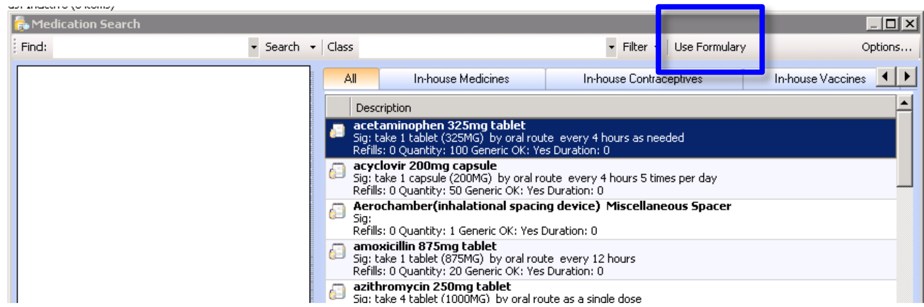
7. Once the medication is dispensed, click either on *Print* to print the prescription or *Fax* to fax it directly from NextGen to a Pharmacy.



8. You can also click on *Education* and select *External Reference* to give information to the patient on the medication.

C. Eligible Patient/Medication (E-Prescribing)

1. If the patient is eligible, go to the *Medication Search* window and click on the *Use Formulary* button.



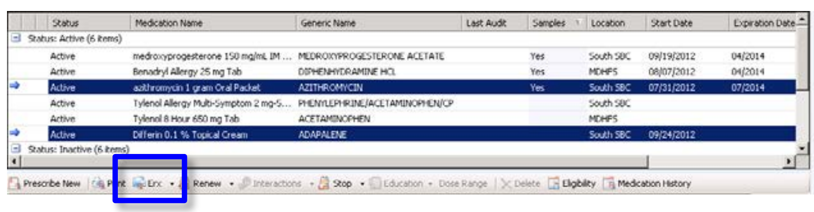
2. Select the correct Formulary.

Note: Patients may be eligible for multiple formularies.

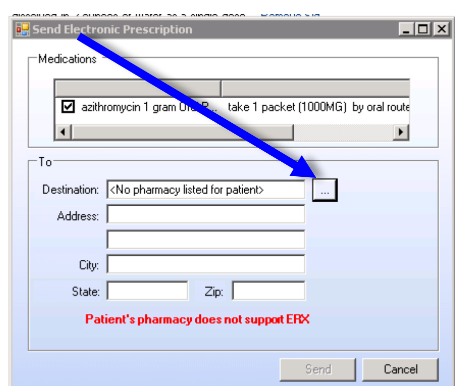
3. Search and select the medication within the Formulary window.
4. In the Med Module, select the medication(s) you want to E-Prescribe.

Hint: Use the *Shift* or *Ctrl* keys to select more than one medication.

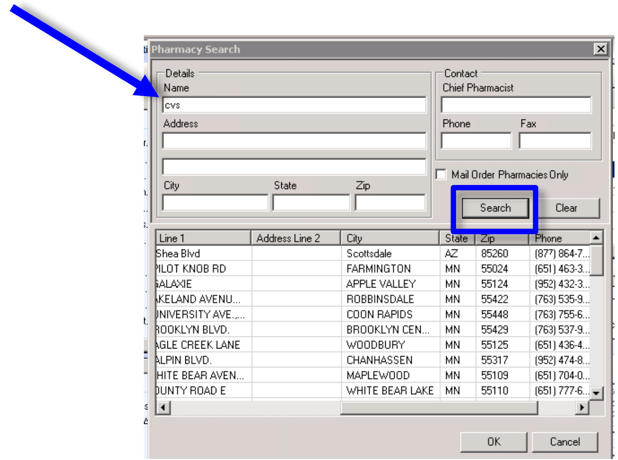
5. Click on the *Erx* button.



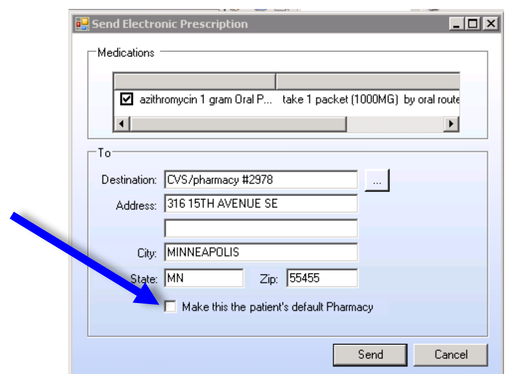
6. If a pharmacy has not been selected, click on the *Search* button.



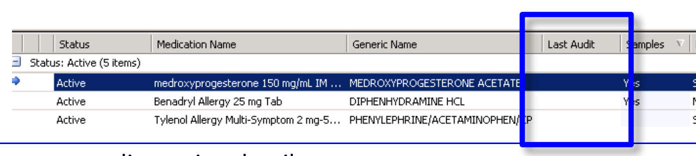
7. Type all or most of the pharmacy's name and any other information you know and click the *Search* button.



8. Double-click on the pharmacy you want to choose.
9. Check the *Make this the patient's default Pharmacy* box.



10. Click on the *Send* button.
11. In the Med Module, an *"E"* will appear for E-prescribed in the Last Audit column for the medication.



Hint: Right-click on the Last Audit column to see more dispensing details.

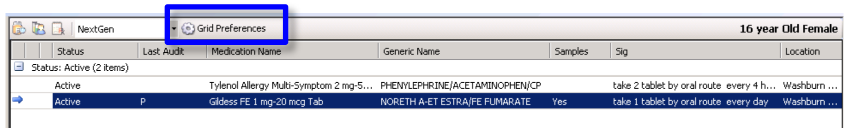
Advanced Training: Med Module Customization

This section is not required, but offers extra tips on how to customize the Med Module for easier use.

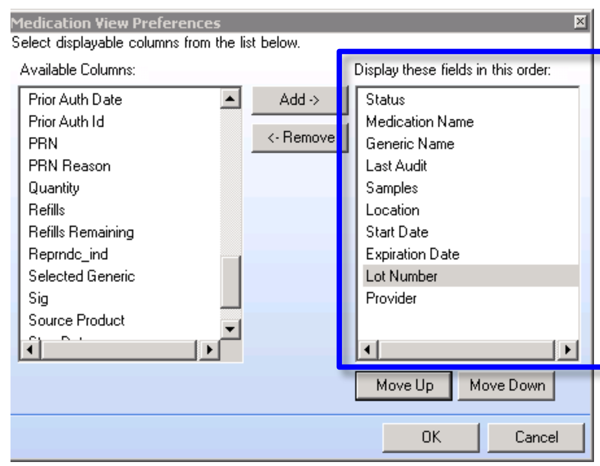
I. User Preferences

A. Grid Preferences

1. Click on the *Grid Preferences* button and select *Set Columns to Display*



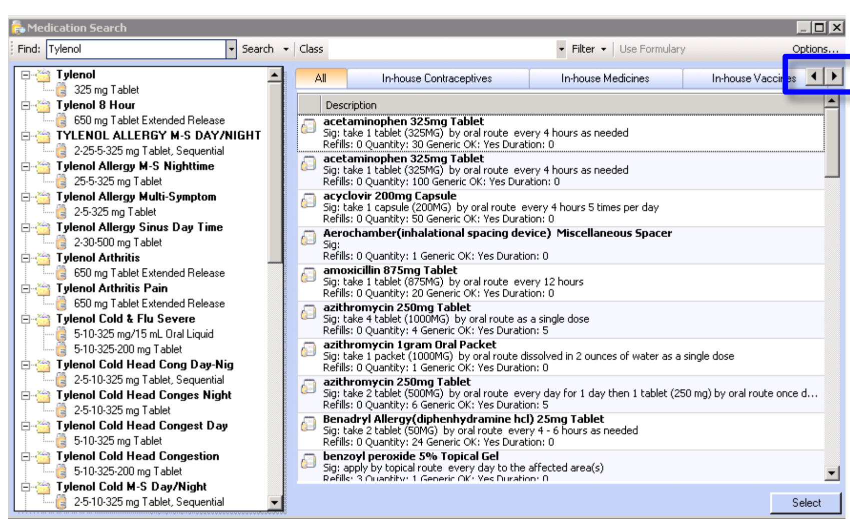
2. Add or remove columns to display.
3. Also use the *Move Up* and *Move Down* buttons to change the order.



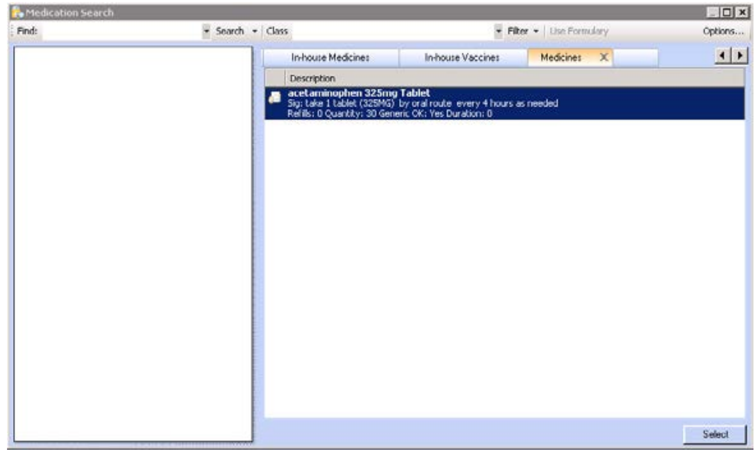
4. This is a suggested order for your grid columns.

B. Adding Favorite Meds

1. Open the *Medication Search* window
2. Click on the right arrow until you see a blank tab.
3. Click on the tab and name it. *Example: Outside Prescriptions*



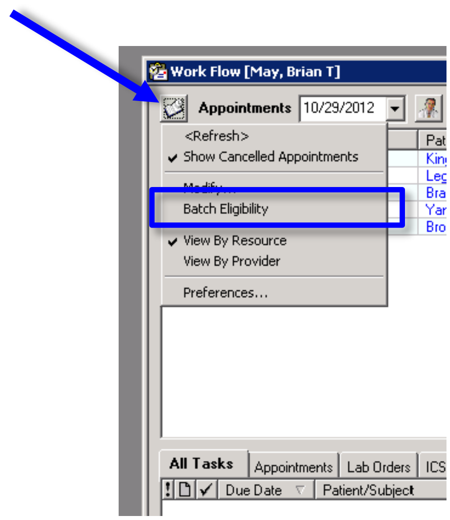
4. Search for the Medication you want to add in the *Find* field.
5. Click and drag it into the new tab field.
6. The medication will now be saved in this new tab.



II. E-Prescribing

A. Checking Formulary Eligibility Prior to Appointment

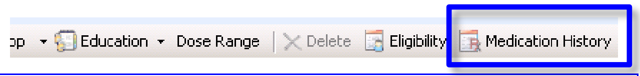
1. Click on the *Inbox*  button on the EHR toolbar.
2. Click on the WorkFlow button and select Batch Eligibility. The system will automatically check for the Formulary eligibility of all appointments for the selected date and provider(s).



B. Checking & Reconciling Patient's Med History

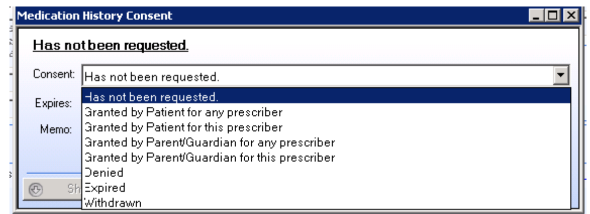
Medication History will give you a view into all medications prescribed/filled for a patient for past 12 months at any retail pharmacy however you must get a patient's consent first.

1. If the patient is eligible for a formulary, click on the *Medication History* button in the Med Module toolbar.

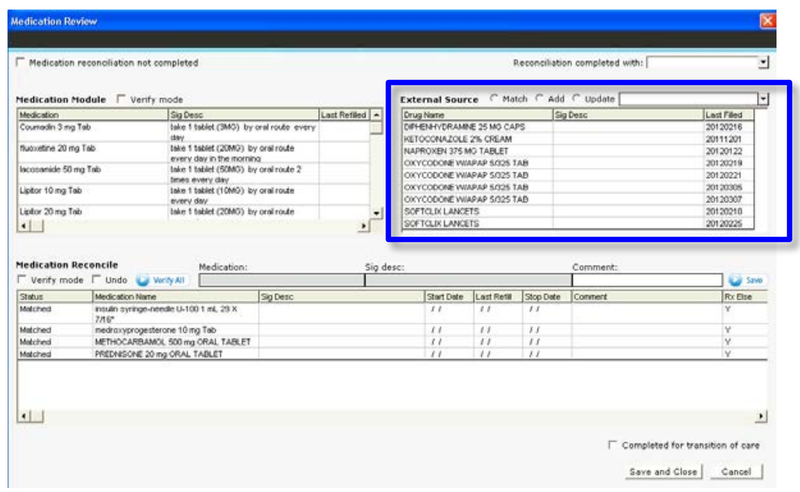


> *Hint:* You can access the Med History from any template by clicking on the *Tools* menu option and selecting *Medication History Consent*.

2. If you have been given consent, select the proper consent option



3. When the Medication History window opens, you can reconcile meds that have already been entered in the Med Module with the actual prescriptions from pharmacies.



Congrats! You are now done with this How-to Guide.