



How To:

Send a Prescription

This guide will walk you through the entire prescribing process—from selecting a medication and reviewing pharmacy details to entering dosage information and finalizing the prescription.

Patient Landing Page

Within the patient's profile, you have the ability to:

- Edit their information
- Add or modify allergies
- Add or change preferred pharmacies
- Manage insurance coverage details
- Add a prescription for the patient

Welcome Demo Clinician

1 Provider Notifications

Glenora Trebbiano, Female, 31 yrs

Edit Patient InfoAdd/Edit Drug AllergiesAdd/Edit Pharmacies

Coverage Details

Plan: PBMX (NEW-HMP-G7)

Add PrescriptionAdd Patient Reported

Add Prescription

MedicationSupplyCompound

Step 1

Search for a CDT by name or code to select it.

Search for a medication by name, then click the medication name to select it.*

Pending Medications

?

Select All

Search:

Glenora Trebbiano, Female, 31 yrs

Edit Patient InfoAdd/Edit Drug AllergiesAdd/Edit Pharmacies

Coverage Details

Plan: PBMX (NEW-HMP-G7)

Add Prescription

Add a Prescription

1. Click the **Add a Prescription** button and select the prescription type: *Medication*, *Supply*, or *Compound*.
2. Type the **prescription name into the search bar** and select the specific form you need (E.g., tablet, liquid).
3. Select the **prescription strength**.

Add Prescription

Medication Supply Compound

Step 2

Search for a CDT by name or code to select it.

Current medication: Tylenol 8 Hour Oral Tablet Extended Release™ [OTC] Change

Click on the desired strength for this medication:

650 MG

4. Review the **pharmacy information**.

Note: Add pharmacies to the patient's profile *before* entering a prescription.

Pharmacy Information

Brooklyn @ Gates Pharmacy
92 Gates Ave
Brooklyn, NY

Change☐ Mail To Patient 

5. Select the **effective date** for the prescription.

Effective Date

06/25/2025


Today

6. Add **patient directions, dosage amount, number of allowed refills, and days' supply.**
7. To add pharmacy notes, click the "+" next to **Show Pharmacy Notes**. Here, you can choose from the "Common Notes" provided or opt to add custom notes.
8. Select **No Substitutions** if no alternatives are desired.
9. Indicate if the prescription is **Urgent**.
10. Choose **Save As Favorite** for commonly used prescriptions.
11. Save to add it to the **Pending Medications** list.

Pharmacy Information

Brooklyn @ Gates Pharmacy
92 Gates Ave
Brooklyn, NY

[Change](#)

☐ Mail To Patient 


Effective Date


[Today](#)

Patient Directions*

985 Characters remaining

Dispense*	Dispense Unit*	Refills*	Days Supply *
<input type="text" value="30"/>	<input type="text" value="Tablet"/>	<input type="text" value="0"/>	<input type="text" value="30"/>

Show Pharmacy Notes  ☐ No Substitutions ☐ Urgent

 Save As Favorite [Save Prescription](#)

Send a Prescription

12. Review prescription details in the list to verify that everything is correct.

13. Select the prescription to use and click the **Approve and Send** button.

Pending Medications

☒ Select All

Search:

	Medication	Dispense	Date	Refills	Prescriber [Agent]	Pharmacy	
<input checked="" type="checkbox"/>	Percocet 10 mg-325 mg tablet Schedule II Effective Date: Dec 29, 2021 NO Substitutions Allowed 22 Days Supply Sig: test	12 Milliliters	Dec 29, 2021	0	test original	CA Pharmacy Store 10.6	Actions

Showing 1 to 1 of 1 entries

[Change Pharmacy](#)[Approve and Send](#)[Approve and Print](#)

14. You will be automatically redirected to the **Active Medication** tab, where you can check the prescription's status and verify its delivery.

[Active Medications](#)[Inactive Medications](#)[Medication History](#)

[Simple](#)[Detailed](#)

Show entries

Search:

Medication	Dispense	Date	Dispensings	Status	
Tylenol 8 Hour Arthritis Pain Oral Tablet Extended Release 650 MG Effective Date: Jun 25, 2025 Sig: Take one tablet daily View Pharmacy View Prescriber	15 Tablets	Jun 25, 2025	11		Actions

Showing 1 to 1 of 1 entries

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