

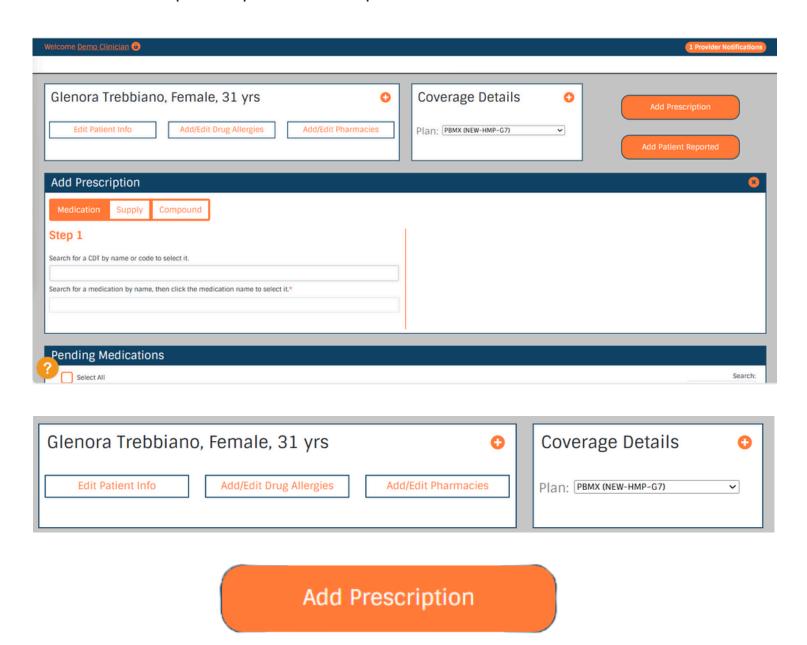
How To: Send a Prescription

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

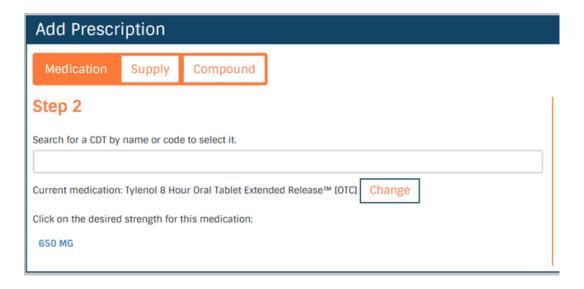
Within the patient's profile, you have the ability to:

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



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**.

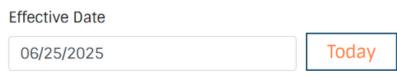


4. Review the **pharmacy** information.

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

Brooklyn, NY Mail To Patient 🔔

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



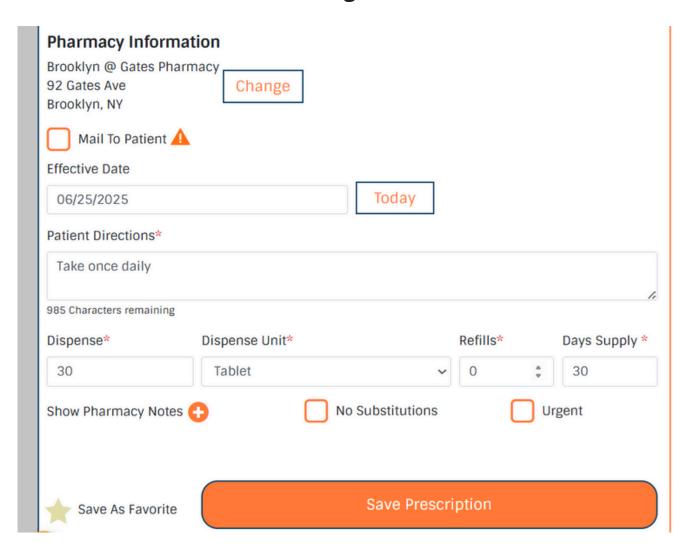
Change

Pharmacy Information

Brooklyn @ Gates Pharmacy

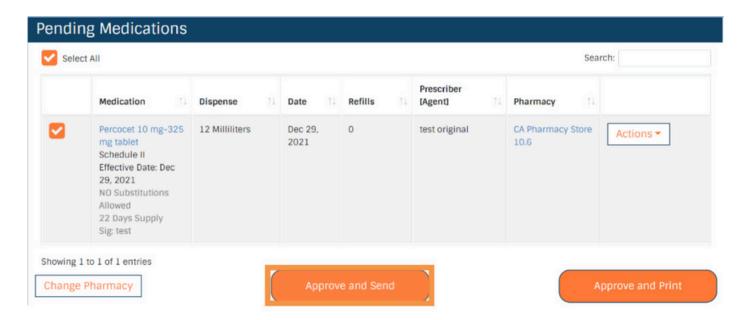
92 Gates Ave

- 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.



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.



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

