dosespot™

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.

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

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.