How To: Send a Controlled Prescription



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Finding the Patient

- 1. Select the "PATIENTS" tab on the top of your screen.
- 2. Use the search option to find the patient you would like to send a prescription for.
- 3. Once the patient is found, click "View".

elcome <u>Tony Bays</u> ! 🙃								0 Provider N	otificatior
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Mac Jones, Male, 23	YrS Add/Edit Drug Allergies	Add/Edit Pharma	+ Incies		rage Details ible coverages found.	•		Prescription tient Reported	
Active Medications Ir Simple Detailed	nactive Medications M	Medication Histo	Ŷ						Search
Medication	Dispense	¢	Date No Acti	ve Medications	Dispensings		Status	¢	
Showing 0 to 0 of 0 entries								Previous	Next

Patient's Page

Within the patient's profile you can edit their information, add/edit allergies, add/edit preferred pharmacies, manage insurance coverage details and add a prescription for the patient.



Add a Prescription

1. Select the prescription type: Medication, Supply or Compound.

2. Type the prescription name from the search bar and choose the specific form you will need (Tablet, liquid, etc).

3. Select the prescription strength.

Add Prescription

Step 1

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

tylen

<u> Tylenol (oral - capsule)</u>

Tylenol (oral - tablet)

Tylenol 8 Hour (oral - tablet, extended release)

Tylenol 8 HR Arthritis Pain (oral - tablet, extended release)

4. PHARMACY SELECT (link in guide)

5. Choose the prescription effective date.

6. Add 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 one of the "Common Notes" that we have provided for you. You also have the option to add custom notes.

8. **IF** you do not want the pharmacy to look for other options such as generic versions of the selected drug, select "No Substitutions".

9. Choose if the prescription is "Urgent" or not.

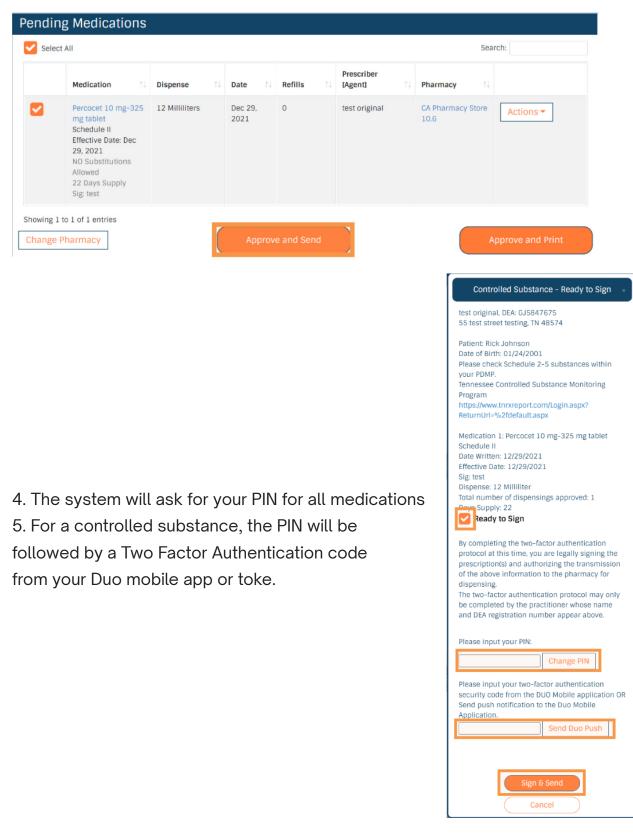
10. If this is a commonly used prescription, you can select "Save As Favorite".

11. Save the prescription, which will add it to your "Pending Medications".

Pharmacy Information	
No pharmacy selected ADD	
Effective Date	
	Today
Patient Directions*	
	<i>l</i> /
Dispense* Dispense Ur	Days nit* Refills* Supply
Capsule	•
Show Pharmacy Notes 😯	No Substitutions
Save As Favorite	Save Prescription

Send a Prescription

- 1. Review prescription details in the list to verify that everything is correct.
- 2. Select the prescription to use.
- 3. Hit the "Approve and Send" button.



6. DoseSpot will automatically bring you to the "Active Medication" tab, here you can check the prescriptions status and verify its delivery.

7. Click the status symbol to see the timeline for the medication being sent.

Mac Jones, Male, 23 yrs								
Edit Patient Info	Add/Edit Drug Allergies		Add/Edit Pharmacies		acies			
Active Medications Inactive Me		dications	Me	ry				
Simple Detailed								
10 ~ entries								
Medication	¢	Dispense		¢	Date			
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