How To:
Send a Controlled Prescription

dosespot

How To:
Send a Controlled Prescription

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".

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

Tylenol (oral – capsule)
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*

[   ]

Dispense*   Dispense Unit*   Refills*   Days Supply

[   ]   Capsule   ⌄   [   ]   [   ]

Show Pharmacy Notes ➕   ☐ No Substitutions   ☐ Urgent

⭐ 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.

Pending Medications

☑ Select All   Search: [   ]

	Medication	Dispense	Date	Refills	Prescriber [Agent]	Pharmacy	
☑	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]

4. The system will ask for your PIN for all medications

5. For a controlled substance, the PIN will be followed by a Two Factor Authentication code from your Duo mobile app or toke.

Controlled Substance - Ready to Sign ×

test original, DEA: GJ5847675
55 test street testing, TN 48574

Patient: Rick Johnson
Date of Birth: 01/24/2001
Please check Schedule 2-5 substances within your PDMP.
Tennessee Controlled Substance Monitoring Program
https://www.tnrxreport.com/Login.aspx?ReturnUrl=%2fdefault.aspx

Medication 1: Percocet 10 mg-325 mg tablet
Schedule II
Date Written: 12/29/2021
Effective Date: 12/29/2021
Sig: test
Dispense: 12 Milliliter
Total number of dispensings approved: 1
Days Supply: 22
☑ Ready to Sign

By completing the two-factor authentication protocol at this time, you are legally signing the prescription(s) and authorizing the transmission of the above information to the pharmacy for dispensing.
The two-factor authentication protocol may only be completed by the practitioner whose name and DEA registration number appear above.

Please input your PIN:
[   ] [Change PIN]

Please input your two-factor authentication security code from the DUO Mobile application OR Send push notification to the Duo Mobile Application.
[   ] [Send Duo Push]

[Sign & Send]
[Cancel]

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 |

Active Medications   Inactive Medications   Medication History

Simple   Detailed

Show
10 ⌄
entries

Medication	Dispense	Date
		No Active

Showing 0 to 0 of 0 entries

dosespot