

How To: Send a 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”.

The screenshot shows a patient profile for Mac Jones, Male, 23 yrs. The header includes a welcome message for Tony Bays and 0 Provider Notifications. The patient's name and age are displayed with an edit icon. Below this are three buttons: Edit Patient Info, Add/Edit Drug Allergies, and Add/Edit Pharmacies. To the right, there is a Coverage Details section with the text "No eligible coverages found." and two buttons: Add Prescription and Add Patient Reported. Below this is a tabbed interface for Medications, with "Active Medications" selected. Underneath, there are "Simple" and "Detailed" view options, a "Show 10 entries" dropdown, and a search box. A table with columns for Medication, Dispense, Date, Dispensings, and Status is shown, but it is empty with the message "No Active Medications". At the bottom, it says "Showing 0 to 0 of 0 entries" and has Previous and Next navigation buttons.

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.

The diagram illustrates the layout of a patient's profile page. It features a main section for the patient's name, "David Ortiz, Male, 31 yrs", with an edit icon. Below this are three buttons: Edit Patient Info, Add/Edit Drug Allergies, and Add/Edit Pharmacies. To the right is a separate box for Coverage Details, which also has an edit icon and contains the text "No eligible coverages found."

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.*

- [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

Effective Date

Patient Directions*

Dispense*	Dispense Unit*	Refills*	Days Supply
<input type="text"/>	<input type="text" value="Capsule"/>	<input type="text"/>	<input type="text"/>

Show Pharmacy Notes No Substitutions Urgent

Save As Favorite

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	
<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](#)

4. DoseSpot will automatically bring you to the “Active Medication” tab, here you can check the prescriptions status and verify its delivery.
5. 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 entries

Medication	Dispense	Date
No Active		

Showing 0 to 0 of 0 entries