

ePrescribing for EC, Inpatient, and HOD

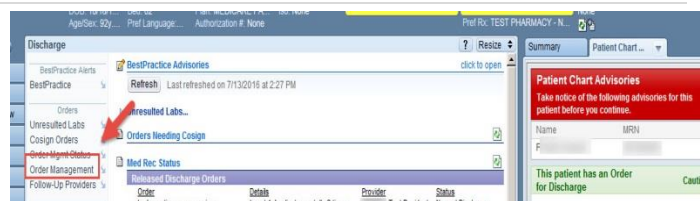
Overview

This reference guide provides the steps on how a Provider ePrescribes medications and medication refills for patients at Discharge and how successful receipt and processing by the pharmacy is monitored via Inbasket Pool Managers.

The target audience for this reference guide is Providers in EC, Inpatient, and HOD areas, as well as In Basket Pool Managers.

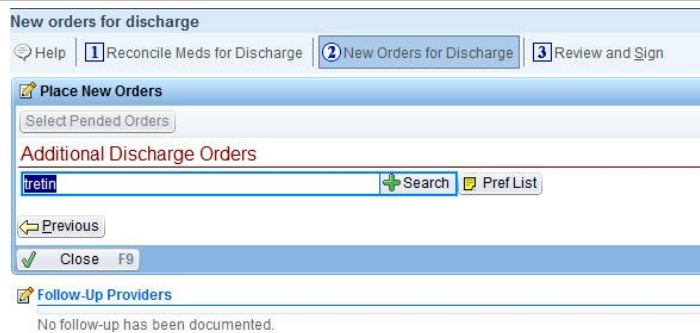
ePrescribing a Medication at Discharge (Provider)

1. From the Discharge Navigator select **Order Management**.



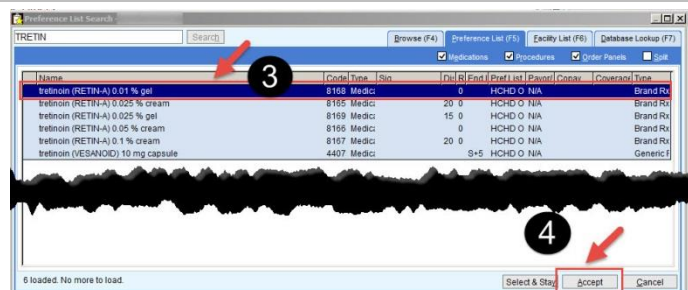
2. Search for a new medication order or select from the preference list or an order set.

You may also refill or modify an existing order.



3. Select the desired medication.

4. Click **Accept**.



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Selecting a Preferred Pharmacy (Provider)

Usually, the patient's pharmacy will have been selected previously by a nurse, but there may be an occasion when the pharmacy needs to change.

5. In order to specify the Order Class of ePrescribe, click the **Pharmacy** button before signing the order.

Review and Sign

Help | 1 Reconcile Meds for Discharge | 2 New Orders for Discharge | 3 Review and Sign

Previous

Providers Association Phase of Care

Pharmacy TEST PHARMACY - NOWHERE, PA - 100 FAKE ADDRESS

Order on Discharge - Meds

tretinoin (RETIN-A) 0.01 % topical gel
Apply to affected area at bedtime nightly... Disp-15 g, R-0, ePrescribe

Option 1: Select a previously selected pharmacy from the Pharmacy Selection window. Then click **Accept**.

Pharmacy Selection

Fill prescriptions at: TEST000 PHARMACY STORE 10.6

E-Rx?	Name	Phone	Address
Yes	TEST PHARMACY - NOWHERE, PA -	316-262-2231	100 Fake Address Nowhere PA 17004
Yes	TEST000 PHARMACY STORE 10.6	281-867-5309	9250 Kirby Houston TX 77054

Choose from this list of previously selected pharmacies and click **Accept**.

Accept Cancel

Option 2: If the desired pharmacy is not on the list, click the **Search** tab.

6. Click **Search**.

Pharmacy Selection

Fill prescriptions at: TEST PHARMACY - NOWHERE, PA - 100 FAKE ADDRESS

Search

E-Rx?	Name	Phone	Address
Yes	TEST PHARMACY - NOWHERE, PA -	316-262-2231	100 Fake Address Nowhere PA 17004
Yes	TEST000 PHARMACY STORE 10.6	281-867-5309	9250 Kirby Houston TX 77054

Click the **Search** tab if the desired pharmacy is not on the list or if there is no pharmacy listed.

Accept Cancel



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7. Search for the pharmacy by name in the **Name** field.

8. Click the **Search** button.

Pharmacy Selection

Fill prescriptions at: TEST PHARMACY - NOWHERE, PA - 100 FAKE ADDRESS

Suggested Search

Name: Phone:

Address: Fax:

City (or ZIP):

State: TX ZIP:

Country:

Patient and clinic's nearby ZIP Codes (770xx)

Search for:

- All pharmacies
- Retail only
- My organization
- Other
- Mail order
- 24-hour

Detail Accept Cancel

9. Select the pharmacy from the drop down list.

10. Click **Accept**.

Pharmacy Selection

Fill prescriptions at: WALGREENS DRUG STORE 02135 - HOUSTON, TX - 6610 TIDWELL RD AT SWC OF HOMESTEAD & TIDWELL

Search:

ID	E-Rx?	Operating Mode	Pharmacy
113710	Yes	Retail	WALGREENS 10522/MEMORIAL HERMANN SW - HOUSTON, TX - 7777 SOUTHWEST FWY AT 7777 SOUTHWEST
113861	Yes	Retail	WALGREENS 10847/ONE FANNIN MED. BLD - HOUSTON, TX - 7400 FANNIN ST AT 7400 FANNIN STE 120
113862	Yes	Retail	WALGREENS 10848/TEXAS WOMEN'S HSPTL - HOUSTON, TX - 7900 FANNIN ST AT 7900 FANNIN STE 1350
113996	Yes	Retail	WALGREENS 11216/SOUTHBELL PHARMACY - HOUSTON, TX - 11914 ASTORIA BLVD AT MEMORIAL HERMAN
113081	Yes	Retail	WALGREENS 15513 AT BAPTIST HOSPITAL - BEAUMONT, TX - 3080 COLLEGE STREET AT 3080 COLLEGE STR
111998	Yes	Retail	WALGREENS DRUG STORE 00489 - HOUSTON, TX - 5560 WESLAYAN ST AT BISSONNET & WESLAYAN STREET
112967	Yes	Retail	WALGREENS DRUG STORE 00553 - HOUSTON, TX - 5300 N BRAESWOOD BLVD AT BRAESWOOD & CHIMNEY
114794	Yes	Retail	WALGREENS DRUG STORE 01580 - HOUSTON, TX - 6730 HILLCROFT ST AT HILLCROFT & BELLAIRE
114797	Yes	Retail	WALGREENS DRUG STORE 01583 - HOUSTON, TX - 9329 KATY FWY AT BLALOCK & KATY FREEWAY
113814	Yes	Retail	WALGREENS DRUG STORE 01953 - HOUSTON, TX - 8800 RICHMOND AVE AT MED OF FONDREN & RICHMOND
115357	Yes	Retail	WALGREENS DRUG STORE 02115 - HOUSTON, TX - 1997 FLUJIA ST AT WVC OF SARGO & FLUJIA
113855	Yes	Retail	WALGREENS DRUG STORE 02110 - HOUSTON, TX - 8187 HSW WAYS HT AT WVC OF HWY 9 & WEST LITTLE YG
111991	Yes	Retail	WALGREENS DRUG STORE 02135 - HOUSTON, TX - 6610 TIDWELL RD AT SWC OF HOMESTEAD & TIDWELL
113227	Yes	Retail	WALGREENS DRUG STORE 02828 - HOUSTON, TX - 2717 FM 1960 RD AT REC OF REARSHO & FM 1960
115327	Yes	Retail	WALGREENS DRUG STORE 02698 - HOUSTON, TX - 1515 LOCKWOOD DR AT LOCKWOOD & LYONS
115454	Yes	Retail	WALGREENS DRUG STORE 02809 - HOUSTON, TX - 220 S WAYSIDE DR AT HARRISBURG & WAYSIDE DRIVE
115473	Yes	Retail	WALGREENS DRUG STORE 02844 - HOUSTON, TX - 5202 ALMEDA RD AT SOUTHWORE & ALMEDA DRIVE
113430	Yes	Retail	WALGREENS DRUG STORE 02862 - HOUSTON, TX - 14531 WESTHEIMER BLVD AT HWY 6 & WESTHEIME
115427	Yes	Retail	WALGREENS DRUG STORE 02981 - HOUSTON, TX - 8106 MARTIN LUTHER KING JR BLVD AT BELFORT & MARI
115456	Yes	Retail	WALGREENS DRUG STORE 03082 - HOUSTON, TX - 3900 REVELLE ST AT REVELLE & REVELLE STREET

50 items loaded, more items to load.

Accept Cancel

11. Click **Accept**.

Pharmacy Selection

Fill prescriptions at: WALGREENS DRUG STORE 02135 - HOUSTON, TX - 6610 TIDWELL RD AT SWC OF HOMESTEAD & TIDWELL

Suggested Search

E-Rx?	Name	Phone	Address
Yes	TEST PHARMACY - NOWHERE, PA -	316-262-2231	100 Fake Address Nowhere PA 17004
Yes	TEST000 PHARMACY STORE 406	281-967-5309	9360 Kirby Houston TX 77064
Yes	WALGREENS DRUG STORE 02135 -	713-633-2230	6610 TIDWELL RD HOUSTON TX 77016-4824

Detail Accept Cancel

Note: You could click the **Detail** button to display contact information on the highlighted pharmacy.

Pharmacy Details

WALGREENS DRUG STORE 02135 - HOUSTON, TX - 6610 TIDWELL RD AT SWC OF HOMESTEAD & TIDWELL Store number: 02135

Telephone: 713-633-2230 Type: External

Fax: 713-633-4383 E-Prescribing? Yes

Open 24 hours? Yes Primary operating mode: Retail

Hours of operation: Unknown

Address: 6610 TIDWELL RD HOUSTON TX 77016-4824


Near the intersection of: SWC of Homestead & Tidwell



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The script will be sent to the selected pharmacy when the order is signed.

The screenshot shows the 'Review and Sign' interface. At the top, there are three numbered steps: 1. Reconcile Meds for Discharge, 2. New Orders for Discharge, and 3. Review and Sign. Below this, there are tabs for 'Providers', 'DX Association', and 'Phase of Care'. A dropdown menu for 'Pharmacy' is open, showing 'WALGREENS DRUG STORE 02135 - HOUSTON, TX - 6610 TIDWELL RD AT SWC OF HOMESTEAD & TIDWELL' selected and highlighted with a red box. Below the pharmacy selection, there is a section for 'Order on Discharge - Meds' with one medication listed: tretinoin (RETIN-A) 0.01 % topical gel. The instruction is 'Apply to affected area at bedtime nightly, Disp-15 g, R-0, ePrescribe'. A 'Remove' button is next to the medication.

 **Important:** Upon signing the order, the Provider will be prompted to add a diagnosis to associate with the refill order if one is not available.

The screenshot shows the 'Review and Sign' interface. At the top, there are three numbered steps: 1. Reconcile Meds for Discharge, 2. New Orders for Discharge, and 3. Review and Sign. Below this, there are tabs for 'Providers', 'DX Association', and 'Phase of Care'. A dropdown menu for 'Pharmacy' is open, showing 'TEST PHARMACY - NOWHERE, PA - 100 FAKE ADDRESS' selected. Below the pharmacy selection, there is a section for 'Order on Discharge - Meds' with one medication listed: ibuprofen (MOTRIN) 800 mg tablet. The instruction is 'Take 1 tablet by mouth every 8 hours as needed for Pain... Disp-20 tablet, R-2, ePrescribe'. A 'Remove' button is next to the medication. A warning message states 'This medication will not be e-prescribed'. A dialog box titled 'Order - Associate Diagnosis' is open, showing a list of diagnoses with checkboxes. The 'Diagnosis' field is highlighted with a red box. Below the dialog box, there are 'Accept' and 'Cancel' buttons.



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Transfer to a Different Pharmacy (Provider)

If your patient wishes to transfer a prescription from a Harris Health System pharmacy to an external pharmacy, follow these steps.

1. Before the patient is discharged, **Modify** the order from the Discharge Navigator.
2. Select the Order Class of **Print**.
3. **Sign** the order.

After the patient is discharged, the patient will contact the Harris Health System pharmacy, which will make the prescription change.

The external pharmacy must contact the Harris Health System pharmacy for a transfer to occur.

The screenshot shows the Epic ePrescribing interface for a prescription. At the top, it says "DIC | No Change | Modify | codeine (CODINE) 30 mg tablet". Below that, it says "Tablet - 1 tablet by mouth every 6 hours as needed for Pain - Refills: 0 ordered; (9/6/2016) - Pharmacy: TEST PHARMACY - NOWHERE, PA - 400 FAKE ADDRESS - Ordered by: Hobson". There are "Accept" and "Cancel" buttons. The main area shows the prescription details: "Class: Print", "Product: CODEINE SULFATE 30 MG TABLET", "Sig Method: Specify Dose, Route, Frequency", and "Dose: 30 mg". The "Print" button is highlighted with a red box and a red arrow.

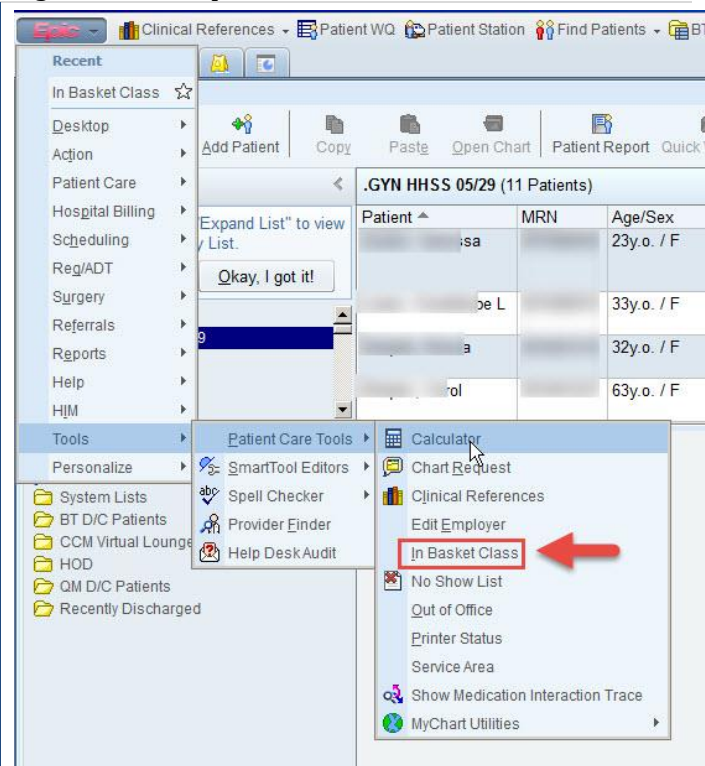


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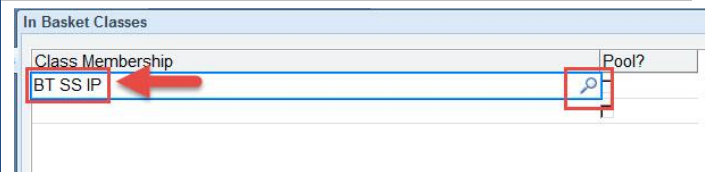
Managing the In Basket Pool (Pool Manager)

The In Basket Pool Manager is responsible for monitoring and responding to messages, including errors and refill requests, received via the ePrescribing interface. To access these messages, the Pool Manager must first access the In Basket Class for their pavilion/area. The Pool Manager forwards to the Provider any messages requiring Provider response.

1. Access the desired In Basket class by means of the path **Epic button=> Tools=> Patient Care Tools=> In Basket Class**.

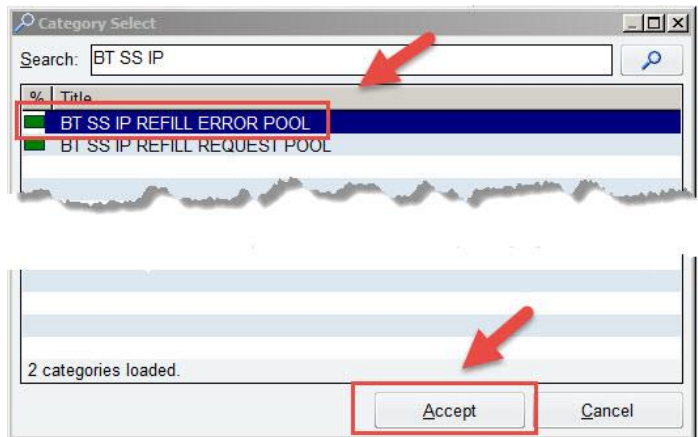


2. Search for the desired In Basket Class using the **Class Membership** search window.



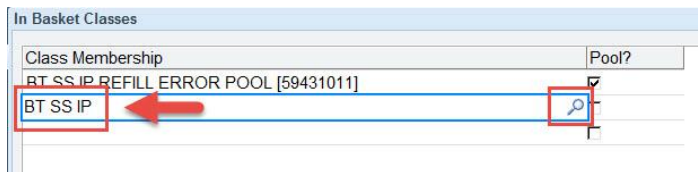
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3. Select the **Pool Class** from the list.
4. Click **Accept**.

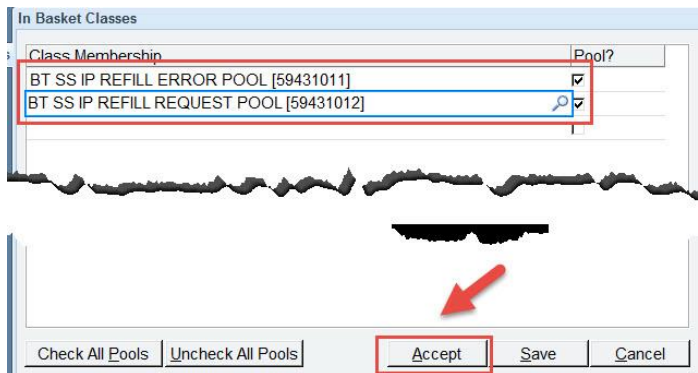


Note: The check box in the **Pool?** column is selected.

6. Search for an Additional Pool Class as needed using the same method.

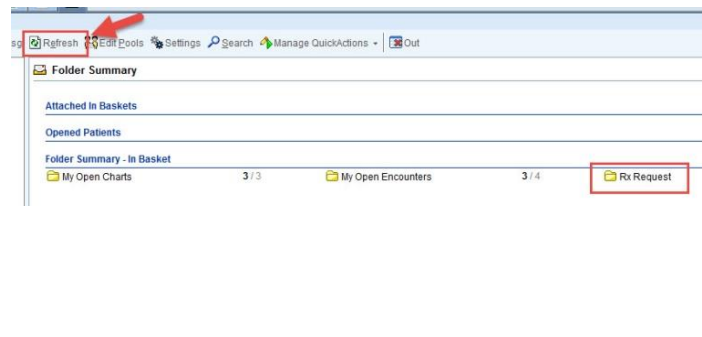


7. After all Pool Classes have been selected from the list, click **Accept**.



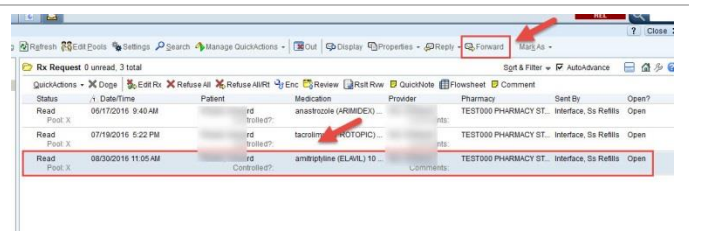
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- Click the In Basket **Refresh** button if the **Rx Request** folder does not appear immediately.

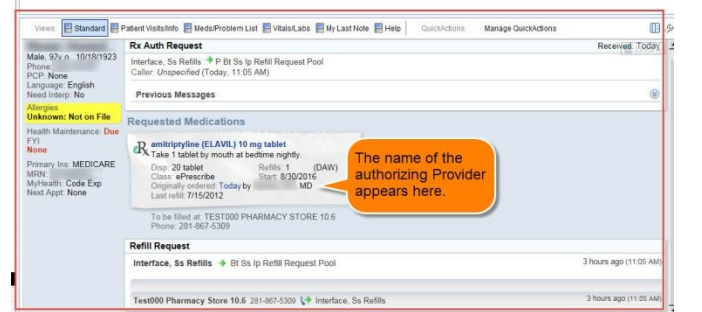


- Select the desired **Refill Request**.

Note: Details of the request appear below.



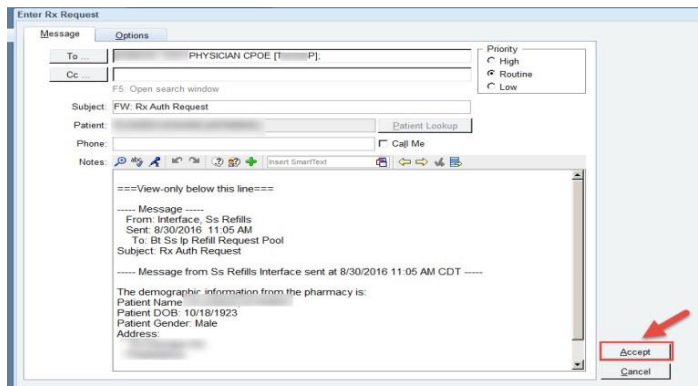
- Click the **Forward** button.



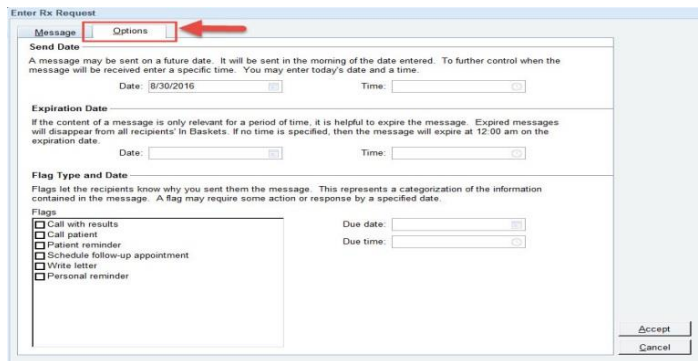
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11. After specifying the Provider and any other recipients for the message, click **Accept**.

The Rx Request will be forwarded to the authorizing Provider.



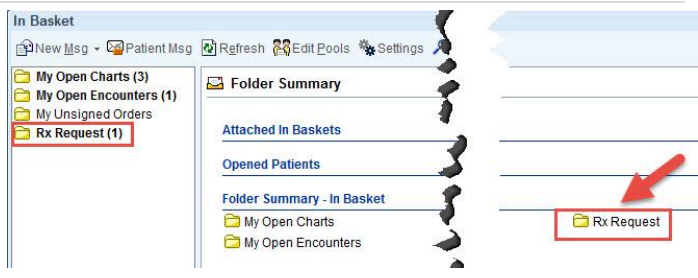
Note: Before accepting the message, the Pool Manager may enter additional message details using the **Options** button.



Note: If the system sends back a confirmation that the Rx Authorization Request has been forwarded, the In Basket Pool Manager can simply **Done** that confirmation message.

Responding to Refill Requests (Provider)

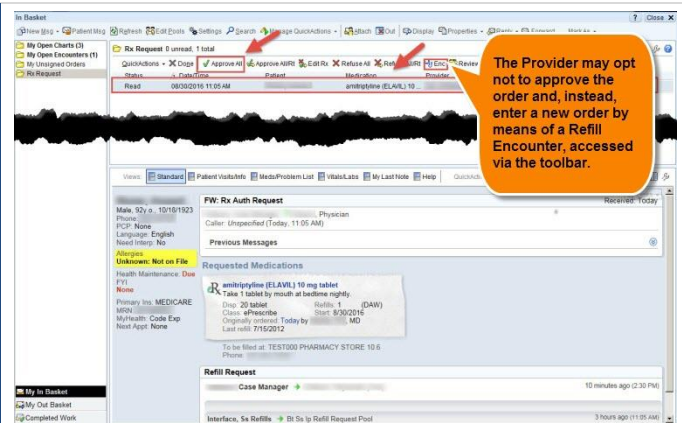
1. Open the **Rx Request** folder.



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- After selecting an item from the list, the Provider may approve the request or select another option on the toolbar.

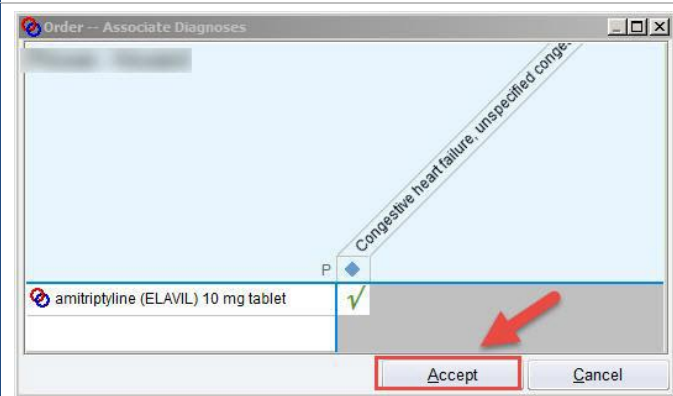
*Note: The Provider may opt not to approve the order and, instead, enter a new order by means of a **Refill Encounter**, accessed via the toolbar.*



- Click **Approve All**.

- Associate** the order to be refilled with the diagnosis.

- Click **Accept**.

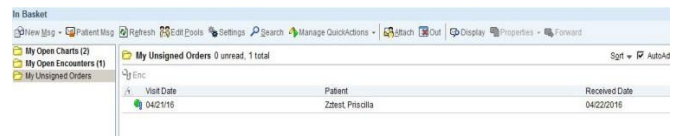


- Enter your **Password**.



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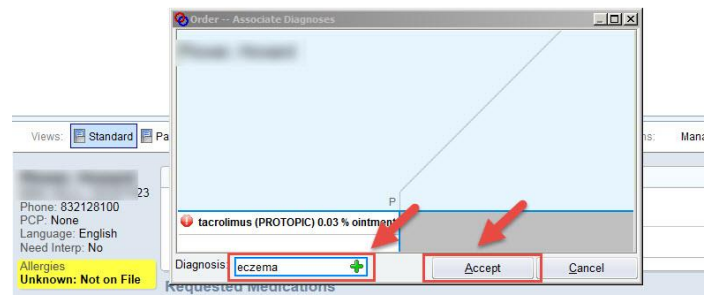
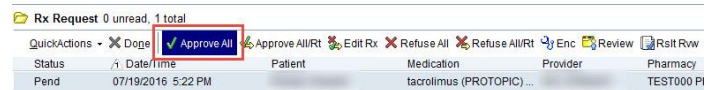
The refill order has been sent to the pharmacy via the interface, and the **Rx Request** has disappeared from the In Basket.



Responding to Refill Requests without Diagnoses (Provider)

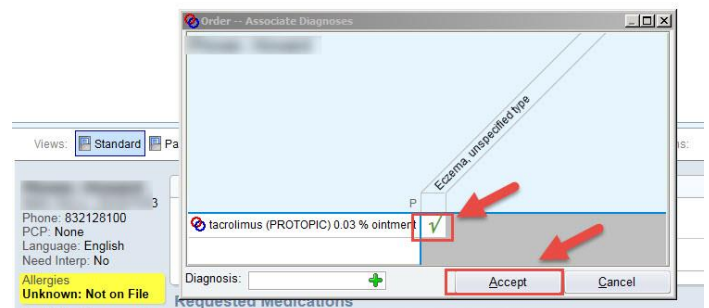
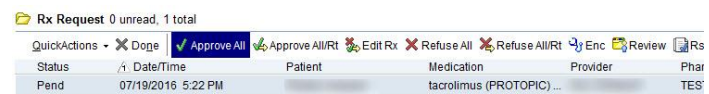
If there is no diagnosis to associate with the order, you will need to add one.

1. Enter a **Diagnosis**.



2. Click the **check box**.

3. Click **Accept**.



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4. Enter your **Password** and click **OK**.



The image shows the Epic User Authentication login screen. At the top, it says "User Authentication" and the Epic logo. Below that is the word "Login". There are three input fields: "Patient:" (blurred), "User ID:" (blurred) with the text "TEST PHYSICIAN CPOE" to its right, and "Password:" (empty). Below the password field are two buttons: "OK" and "Cancel". The "OK" button is highlighted with a red rectangle. At the bottom, there is a copyright notice: "© 1979-2013 Epic Systems Corporation. All rights reserved. Protected by U.S. patents. For details visit www.epic.com/patents. Additional copyrights apply. CPT®, copyright AMA, SNOMED CT®, copyright IHTSDO. More".

The request disappears from the In Basket.



The image shows a screenshot of the Epic "In Basket" interface. The top navigation bar includes "New", "Patient Map", "Refresh", "Edit Tools", "Settings", "Search", "Manage QuickActions", "Attach", "Out", "Display", "Properties", and "Forward". Below the navigation bar, there are several sections: "Medication Cancellation (1)", "My Open Charts (2)", "My Open Encounters (1)", and "My Unsigned Orders". The "My Unsigned Orders" section is expanded, showing a table with the following data:

Visit Date	Patient	Received Date
04/21/15	Zifeng, Priscilla	04/22/2015

