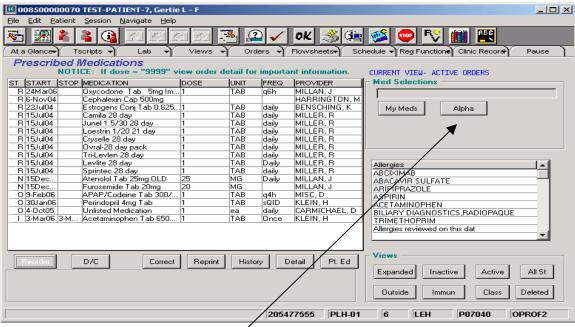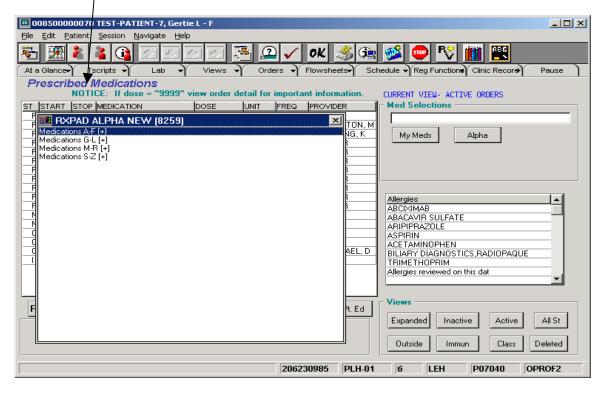# Instructions for Rx Pad Medication Entry and Faxing
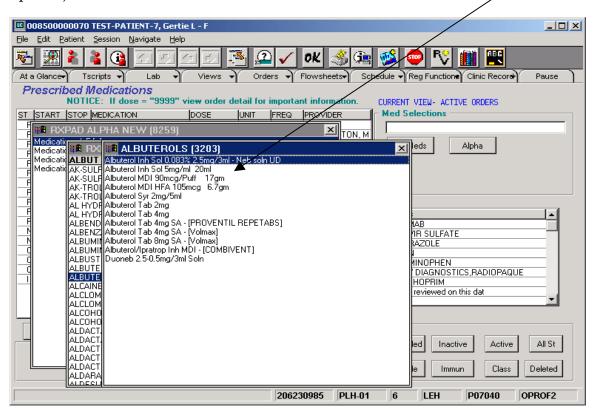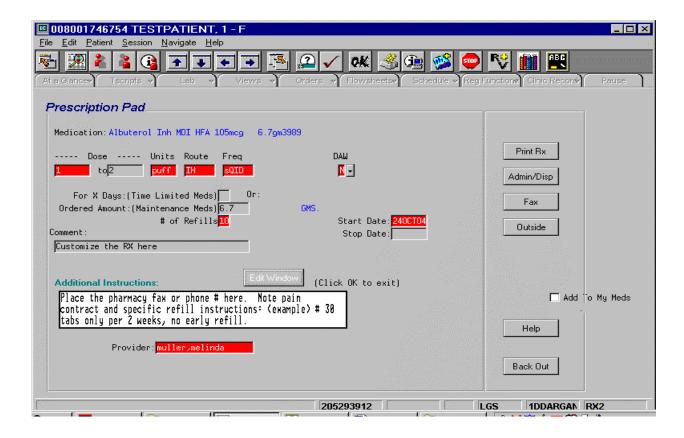
From Base Screen:

- Activate the patient
- Click on **"ED/Clinic Record" TAB****
  **You may be prompted to choose an account before you get to the actual "Prescription Pad" screen.
- Click on **Rx Pad**
- Click on **Alpha**
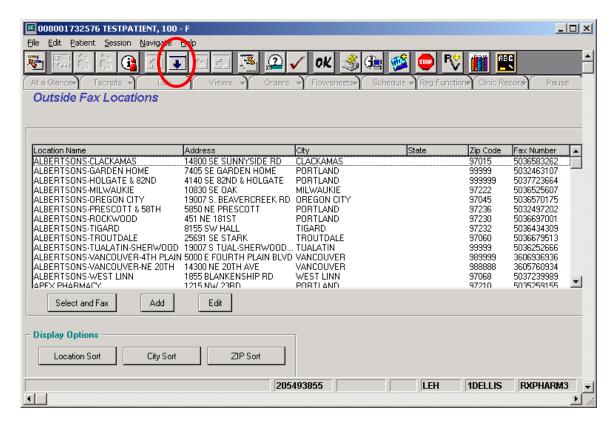- Double click on the appropriate alphabet group for the drug's name (either generic or brand name)

Double click on the desired medication (if a "+" appears, there are several options)

Required fields are RED, you must enter:

- ❑ **"Ordered amount" (Quantity)**
- ❑ Click the **"Outside" Button** to add a medication to the med list that you are not actually prescribing
- ❑ Click on the **"Print RX" Button** to print a prescription for the patient
- ❑ Click on **"Fax" Button** to fax to pharmacy.
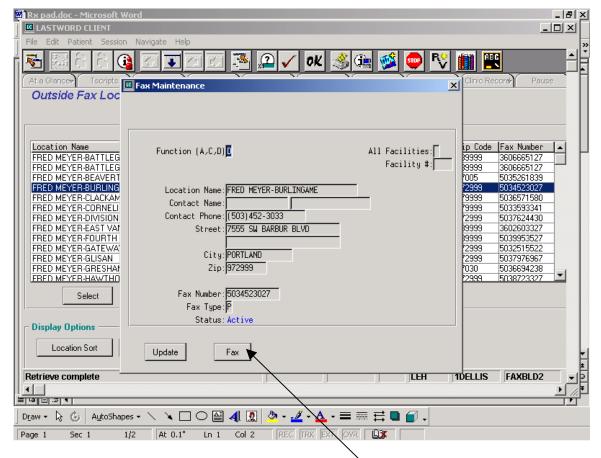
If the pharmacy is within this list:

- ❑ Click on the pharmacy entry to highlight and click **"Select and Fax"**
- ❑ You can scroll down the alphabet one screen at a time by using the large blue "down arrow" at the top of your screen, **OR….**

To go directly to a specific pharmacy:

- ❑ Click the **"Add"** BUTTON.
- ❑ You will see the screen below.

- ❑ Click in the field for **Function Box** and Type **"D"** for Display (must be upper case)
- ❑ In the "Location Name" field, type the first few letters of the pharmacy name *(i.e., Fred for Fred Meyers)* and press "Enter" on the keyboard.

- ❑ Click on the entry for the correct pharmacy, then click the **"Select" Button**
- ❑ The screen above will appear
- ❑ If this is the correct pharmacy, click on the **"Fax" Button**

If you get the Medication Conflict screen, you may adjust as appropriate, or **"Continue Order Process"**

Other Tips

*Click on **Reorder** to do a medication refill.
*Click on **D/C** to discontinue a medication.
*Click on **Correct** to immediately correct an entry error.
*Click on **Reprint** to reprint a prescription.
*Click on **History** to get the refill history of the medication.
*Click on **Detail** to get the details of the specific entry.

Statuses

N= New prescription

R= Refill

I= Inactive medication

X= Discontinued medication