

Selecting or Changing the Default Pharmacy for ePrescribing

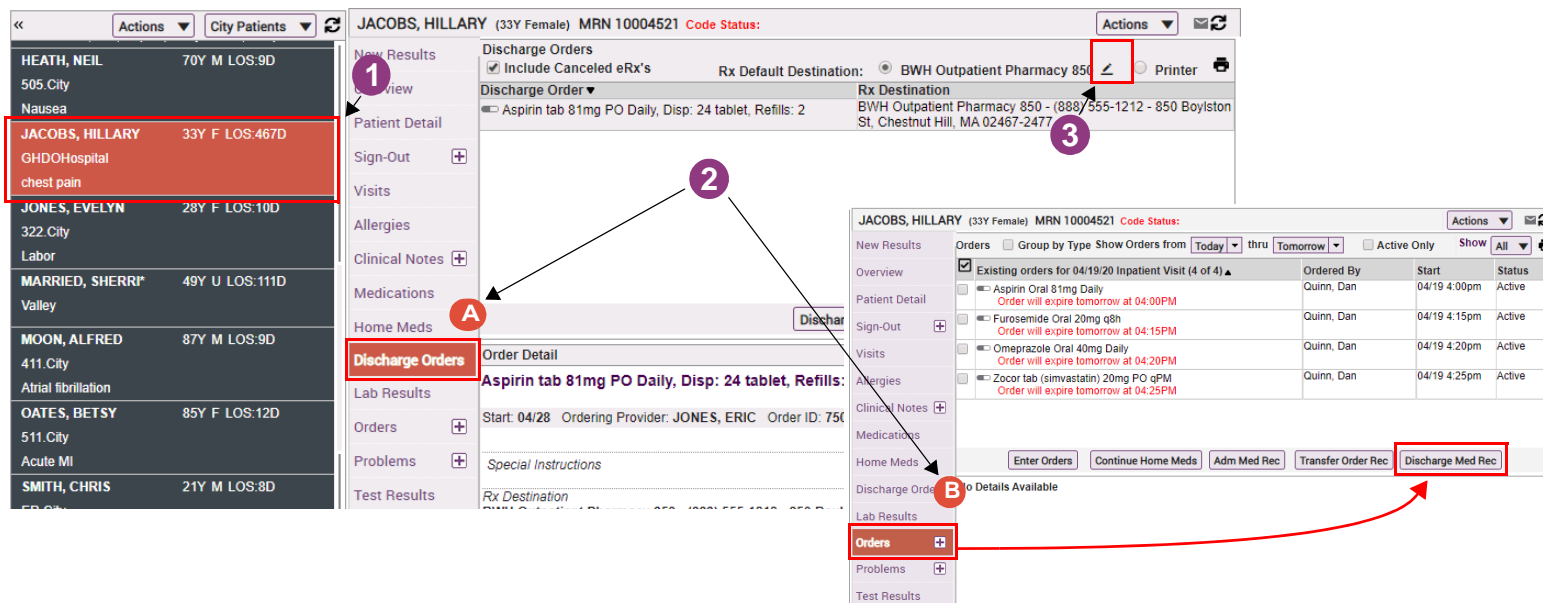
1 Select a patient.

2 A. Select the **Discharge Orders** link, or

B. Select the **Orders** link, and then click then **Discharge Med Rec** button.

3 To change the default pharmacy, click the **Edit** button.

If a pharmacy has not been selected, click the [Select Pharmacy](#) link.



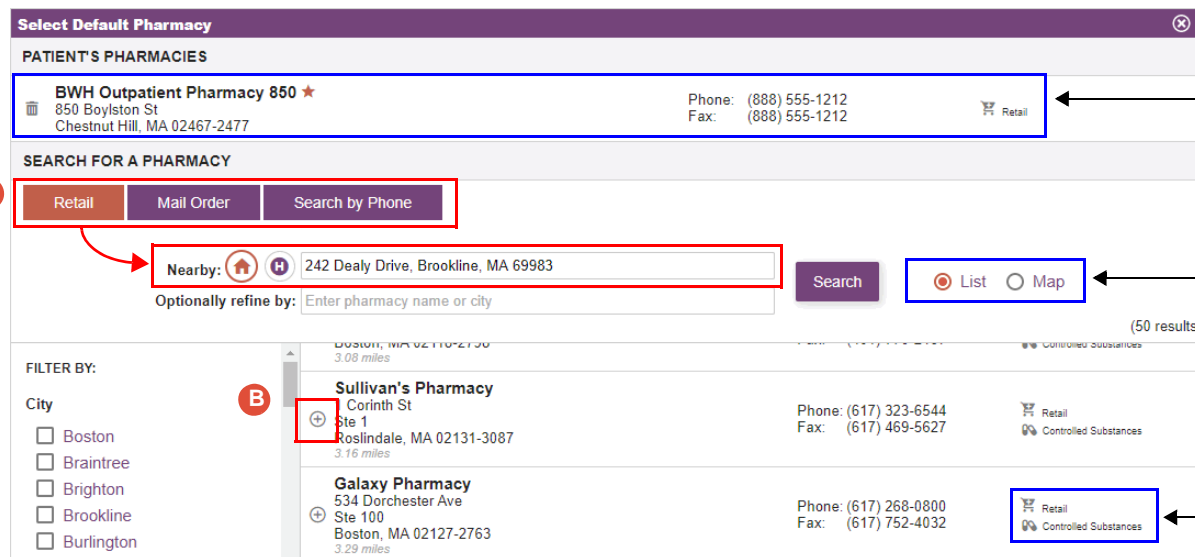
The screenshot shows the PatientKeeper interface. On the left, a list of patients is displayed. The patient 'JACOBS, HILLARY' is selected and highlighted. In the center, the 'Discharge Orders' section is visible, showing a list of orders for 'Aspirin tab 81mg PO Daily'. On the right, the 'Discharge Med Rec' button is highlighted. Arrows indicate the flow from patient selection to the discharge orders and then to the discharge medication reconciliation button.

4 To find a default pharmacy, enter your search criteria.

A. Select how you want to search for a pharmacy:

- Retail- Find a pharmacy near a specific location. Search near the patient's **Home** or near the **Hospital**.
- Mail Order- List mail-order only pharmacies.
- Phone#- Search by pharmacy phone number.

B. Click **Add** to select a pharmacy.



The screenshot shows the 'Select Default Pharmacy' dialog box. It has a section for 'PATIENT'S PHARMACIES' with a list of pharmacies. The 'SEARCH FOR A PHARMACY' section has tabs for 'Retail', 'Mail Order', and 'Search by Phone'. The 'Nearby' search criteria is set to '242 Dealy Drive, Brookline, MA 69983'. The 'List' view is selected, showing a list of pharmacies with their addresses and phone numbers. The 'Add' button is highlighted for selecting a pharmacy.

List of patient's default pharmacies. The active one has a star.

List View- Displays retail search results in a list based on proximity.

Map View- Displays retail search results on a map with a pin at each location. Click a pin to see more detail.

Specialty Types available at the pharmacy

Beginning Discharge Medication Reconciliation with ePrescribing

- 1 Select a patient.
- 2 A. Click the **Actions** drop-down and select **Discharge Med Rec**, or

B. Select the **Orders** link, and then click the **Discharge Med Rec** button.

The screenshot shows the ePrescribing interface. On the left, a list of patients is displayed. GACY, JOHN (63Y M LOS:17D) is highlighted. On the right, the 'Actions' menu is open, and 'Discharge Med Rec' is selected. The 'Orders' link is also visible in the left sidebar.

Reconciling Medications for Discharge with ePrescribing

- 1 Review the list of home and hospital medications and select an **Action** for **Discharge** of **Stop**, **Continue**, or **Change** for each medication. If prompted, complete the contents of any **Search** or **Order Details** window to add a discharge order. If a pop-up warning is triggered, complete any required actions. Review any Inline Alerts.

You may also add a new discharge order by clicking the **Add** button next to **Discharge Orders**.

Note: A checkmark in the **Rx** column signifies that the discharge order has changed from the original medication order.

The screenshot shows the 'Discharge Med Rec for Visit: 04/11/20 Inpatient Visit (ICU4 City)' window. It lists current orders and hospital-only medications. For each medication, there are options to 'Stop', 'Continue', or 'Change'. A warning pop-up is displayed, asking if the user wants to 'Submit Partial Med Rec' or 'Go Back'. The 'Reconcile and Submit' button is highlighted at the bottom.

Click to stop any remaining medications.

- 2 Review any already reconciled discharge orders that have an **Existing** label with a **Green Arrow** → or a **Stopped** label with a **Red X** ✗. You can modify by hovering over **Action** for **Discharge** and choosing an action.

Any additional reconciled discharge orders under **Existing Discharge Orders** can be deleted if needed using **Edit** button or **Delete All** link.

- 3 Click **Reconcile and Submit** after selecting an action for **all** medications orders unless you are allowed to submit a partial reconciliation. If so, a pop-up displays asking if you want to submit partial reconciliation, click **Submit Partial Med Rec**.

The Review Prescriptions screen displays (see next page).

Reconciling Medications for Discharge with ePrescribing (cont.)

- 4 Review the prescriptions being submitted to ensure the information is correct, then click Reconcile and Submit.

The changed medication orders and any additional orders are then submitted as discharge orders.

| Review Prescriptions | | | | |
|---|--------------------------|--|------------------------------------|-------------------------------|
| Patient: JACOBS, HILLARY | Age: 33Y | Gender: Female | Date of Birth: 06/01/86 | MRN: 10004521 |
| NEW PRESCRIPTIONS TO BE PRINTED AND SIGNED | | | | |
| oxycodone-acetaminophen 5 mg-325 mg Tab 1-2 TABS PO every 6 hours for 5 days as needed for pain. Dispense: 20 tablet, Days Supply: 5, Refills: 0 Notes: Substitutions allowed. Printer | | | | |
| NEW RETAIL PRESCRIPTIONS | | | | |
| furosemide 40 mg Tab 1 tablet PO X1. Dispense: 14 tablet, Refills: 0 Notes: Substitutions allowed. BWH Outpatient Pharmacy 850 | | | | |
| warfarin 2 mg Tab 1 tablet PO Daily. Dispense: 30 tablet, Refills: 0 Notes: Substitutions allowed. BWH Outpatient Pharmacy 850 | | | | |
| NEW MAIL ORDER PRESCRIPTIONS | | | | |
| glyburide 5 mg Tab 1 tablet PO Daily. Dispense: 24 tablet, Refills: 1 Notes: Substitutions allowed. Enclara Pharmacia | | | | |
| CANCELED PRESCRIPTIONS TO BE CALLED IN | | | | |
| furosemide 40 mg Tab 1 tablet PO X1. Dispense: 20 tablet, Refills: 0 Notes: Substitutions allowed. BWH Outpatient Pharmacy 850 | | | | |
| ELECTRONICALLY CANCELED PRESCRIPTIONS | | | | |
| glyburide 5 mg Tab 1 tablet PO Daily. Dispense: 24 tablet, Refills: 1 Notes: Substitutions allowed. Enclara Pharmacia | | | | |
| Prescriber: JONES, ERIC | DEA: AA8977889 | Address: Main St, Topeka, KS 66614 | Phone Number: 7813730461 | Written: 04/29/2020 |
| Back | | Reconcile and Submit | | |

← Prescriptions being sent to the printer.

← Prescriptions being sent to the retail pharmacy.

Pharmacy is listed at the bottom of each prescription. Hover over pharmacy name to get pharmacy information.

← Prescriptions being sent to a mail order pharmacy.

← Canceled prescriptions that need to be called into the pharmacy.

← Electronically canceled prescriptions.

← Prescriber information that will be sent with prescriptions.

Click the **Back** button to return to Discharge Med Rec window to make changes.

Click **Reconcile and Submit** button if all prescriptions are correct.