



## Quick Tip Guide

This Quick Tip Guide provides guidance on how to manually add a medication to the **EpicCare Ambulatory Electronic Medical Record**.

To prescribe a drug in Willow, Epic's outpatient pharmacy application, the drug must be in the database. A single "write-in" medication for a prescription is not supported. The ability to manually add, update, and delete medications to the ERX medication record exists but is not suggested by Epic. Access to this utility is contained in System Administration (Dark Side) and is limited to select users with specific security privileges, typically in the IT department.

### Manually Adding ERX records to EpicCare Ambulatory EMR

#### EpicCare

1. From the System Administration menu, select **Add ERX Medication Record**. Click the **OK** button.
2. Fill in the drug detail information, including Drug Description, default SIG, quantity and refills, NDC code and drug class. Click the **SAVE** button.
3. The added medication is now available for selection in Willow.

*User-Defined Medications Drugs are excluded from the drug/allergy interaction checking during prescribing and are not able to be transmitted electronically. Prescriptions will need to be printed in the office for the patient to take to the pharmacy.*

#### Alternative Method:

Some Epic practices elect to create an ERX Medication Record entitled "OTHER", which can be used to write in a prescription that is not in the database using the Notes fields. This option could be discouraged in some facilities because it tends to be overused if prescribers are unable to easily find a medication, and because drugs added this way are not included in drug interaction checking.

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