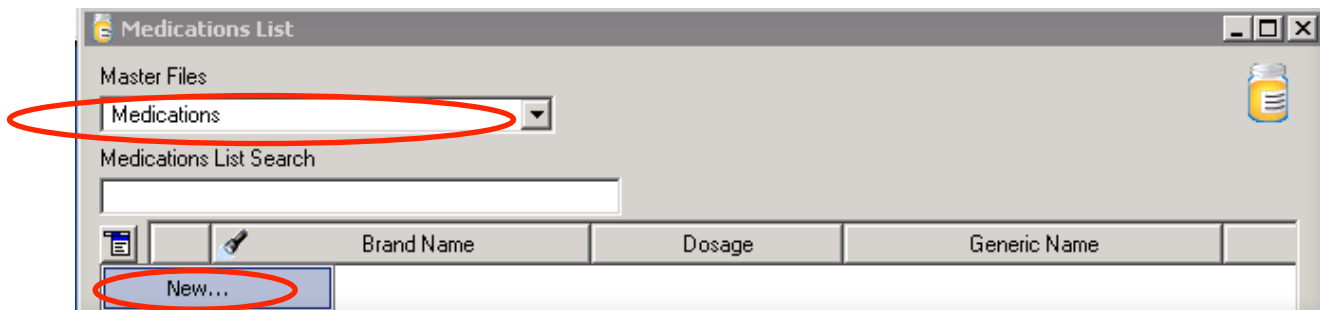# Quick Tip Guide

This Quick Tip Guide provides guidance on how to manually add a medication to the **NextGen Ambulatory EHR**.

To prescribe a drug in NextGen, the drug must be in the database. A single "write-in" medication for a prescription is not supported. The ability to add, update, and delete custom prescriptions may be limited to select users with specific security privileges.

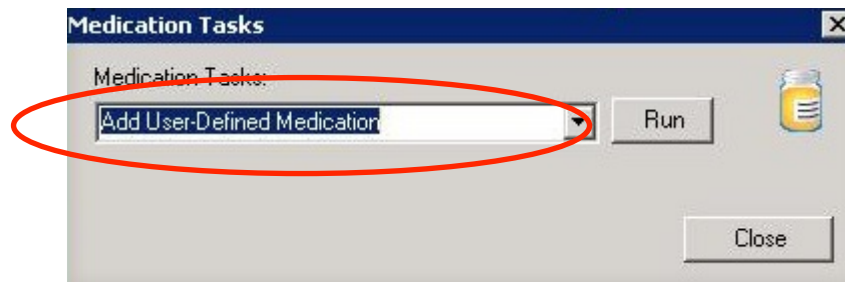## Adding User-Defined Medications to NextGen Ambulatory EHR

NextGen

1. From the File Maintenance Medications List Menu, select **Medications** from the Master Files pull-down list. Select the **New** button.

NextGen v5.7

From the Medication Tasks menu, select **Add User-Defined Medication** from the pull-down list. Select the **Run** button.

2. Upon selecting New or Run, the Add Medication Information screen opens. Fill in the Brand Name and Generic Name (if available), Dosage, Route, Tablet, DEA Class, and Category. It is recommended to complete the default Quantity, Refills, and default SIG to ensure ease of selection.   Click OK when complete.

User-Defined Medications 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.

3. The new drug, with default values, is now available in the Medication Search.

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