



Front Office Training

Section 6

Launching Rcopia

ChartLogic uses DrFirst's Rcopia software for all your e-prescribing needs. You can launch Rcopia in one of two ways: from the ChartLogic main screen or from the exam screen.

To launch Rcopia from the main screen, go to **Patient > ePrescribe**. You can select the patient after you launch Rcopia, but we recommend selecting the patient before launching the software.

If you're already in an exam and need to prescribe a medication, there are several ways to can launch **Rcopia**:

1. Dictate the command "Rcopia."
2. Go to **Patient > ePrescribe**.
3. Click on the **ePrescribe** button on the left sidebar.

Pharmacy

Before you can send prescriptions for a patient, that patient must have a pharmacy attached to their account. Any time you try to send a prescription when there is no pharmacy is listed, the system will prompt you to select a pharmacy.

You can add or change pharmacy information at any time from the **Patient Demographics** section of the ePrescribe main screen. Just click on the **Change** link next to the pharmacy drop-down menu and select the pharmacy list you'd like to search from.

The screenshot shows the ChartLogic Patient Demographics screen. The 'Pharmacy' field is set to 'Medco Pharmacy - 7808 Gateway East, El Paso, TX'. A red circle highlights the 'Change' link next to the pharmacy name. Below the pharmacy information is a form for adding a new pharmacy to the practice list.

Patient Demographic Information

Patient: Sam Sample [Prescribe] [Change Demographics] DOB: 01/01/1950 Gender: Unknown Height: 175 cm Weight: 60 kg BSA: (80) 165-1234 (home) LOV: 05/14/2012 [Visit Today]

Pharmacy: Medco Pharmacy - 7808 Gateway East, El Paso, TX [View] [Change]

Formulary: Not entered [Add] [Send Patient Info]

Patient Pharmacy Information

Report a pharmacy data problem

List: Favorite List Practice List All lists

Name: _____ City: _____

State: UT Address: _____

Phone: _____ Zip: _____

Fax: _____ 24 hours:

EPCS Enabled: All Mail Order

[Find] [Clear Fields]

Add a new pharmacy to the practice list

[Cancel]



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The **Favorites List** contains only the pharmacies that you have put on your favorites list, whereas the **Practice List** contains only the pharmacies located in the first three numbers of your practice's zip code. If you'd like to search all the pharmacies in your database, select **All List**.

Once you've selected a list to choose your pharmacy from, you will need to enter search criteria such as name and phone number. However, remember that less is more in this case—the less information you fill in the easier it will be to find the practice you're looking for.

When you're done entering your search criteria, click on **Find**. The pharmacy you're looking for should appear in the list generated. Click on the pharmacy you want and it will be added to the patient's account. You can also check more pharmacies to add to your **Favorites** and **Practice** lists.

If you need to send a script to a mail-order pharmacy, the process is slightly different. If a patient has mail-order eligibility it will display on the **Details Page** beneath the local pharmacy. (You should see a radio button for mail order if it's available.)

To add a mail-order pharmacy to the list, search for the pharmacy just as you normally would. Once you've found the one you need, click on the **Add a new pharmacy to the practice list** link at the bottom of the screen.

The screenshot shows a web browser window displaying a list of pharmacies. The list is organized by city and includes details such as name, address, phone, and fax. At the bottom of the page, there is a search form with fields for Name, City, State, Address, Phone, Zip, and Fax. A red arrow points to the 'Add a new pharmacy to the practice list' link located below the search form.

Enter the pharmacy information and then click on **Register this Pharmacy**. Don't forget to add this pharmacy to your **Favorites** list if you plan on using it again.