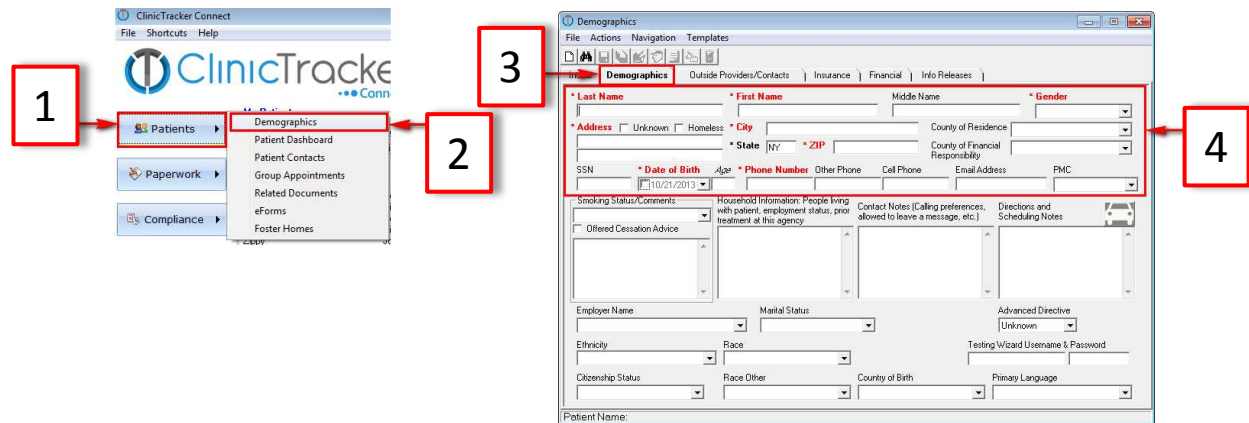


To help improve efficiency, reduce healthcare costs and increase patient safety, practices should adhere to the following best practices when using ePrescribing.

Ensure the patient demographics are filled out accurately. At a minimum:

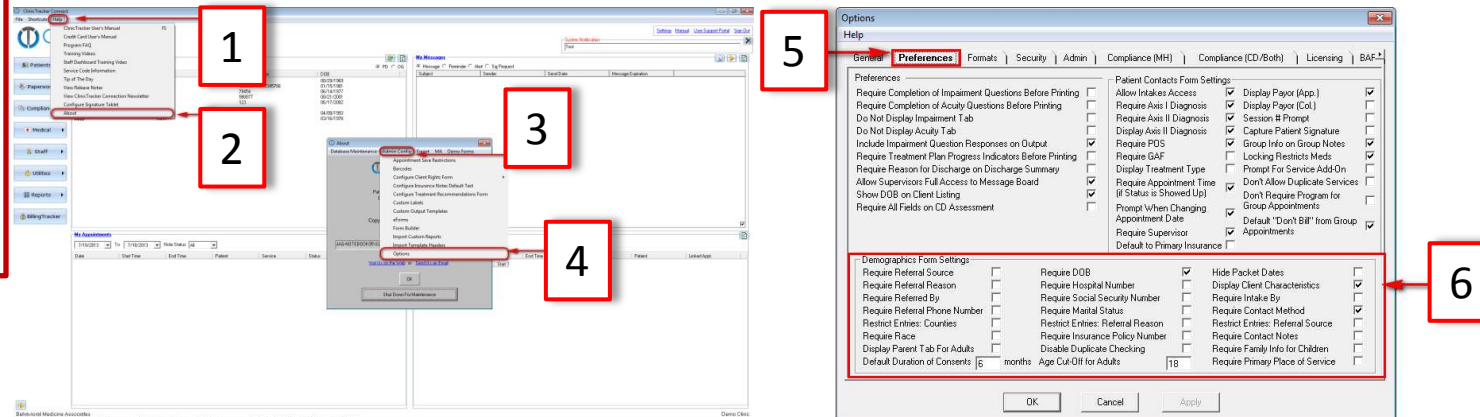
- Patient's legal first name
- Patient's legal last name
- Address
- Zip Code
- Phone Number
- Date of Birth
- Gender



1. Go to: Patients
2. Click Demographics
3. Select the Demographics tab
4. Enter the necessary information

Note: Administrators can adjust required field settings using the Options form to ensure compliance.

1. Help
2. About
3. Admin Config
4. Options
5. Preferences tab
6. Demographics Form Settings



Make sure the medication list, allergy list, and problem list are accurate and review it with the patient. You can document when you have reviewed the list with the patient.

1. Patients
2. Patient Contacts
3. Use the Find form to select Patient
4. Click the Medication button to access the ePrescribing portal
5. Make changes as appropriate using options under each medication in the list
6. Use the Manage Allergies link to make changes to the Allergy List as needed
7. Use the Manage Problems link to make changes to the Problem list as needed
8. Use the Return to EMR link to return to ClinicTracker when complete

**1** Patients

**2** Patient Contacts

**3** Select Name

**4** Patient Contacts - Medication...

**5** Medications - Actions: [Renew] [Prescribe] [Stop]

**6** Current Allergies/Adverse Reactions - [Manage Allergies]

**7** Problems - [Manage Problems]

**8** Return to EMR

9. Click the Progress Note button
10. Navigate to the Meds tab
11. Click Import From Med History button
12. Adjust the number of days field as necessary
13. Press the refresh button to update the display
14. Place a checkmark next to each medication to import
15. Press the Select button
16. Mark Medication Reconciliation Performed as complete on the Progress Note

9

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Note: The Meaningful Use Med Reconciliation Actual Number will be updated to include Progress Notes saved with 'Was Medication Reconciliation Performed' option selected.

When prescribing a new medication, choose the medication either from the drug search or through the therapeutic category search. This will ensure that a 'coded' drug is selected for the purposes of clinical and formulary checking.

To Search by Name:

1. Enter Medication Name
2. Click Find
3. Click medication name in list to select

**Prescribe a Medication**

Select Medication for Prescription

Name:  Find Category Search

Favorites: -Choose a Favorite- Use View/Edit

Select Medication for Prescription

Name:  Find Category Search

Favorites: -Choose a Favorite- Use View/Edit

Use free text 'anti'

Anti-Dandruff (coal tar) (coal tar)  
0.5% Shampoo (otc) [251.0ml]

Anti-Diarrhea (loperamide)  
2 mg tablet (otc)

Anti-Diarrheal (loperamide) (loperamide)  
2 mg capsule (otc)  
1 mg/5 mL Liquid (otc) [118.0ml] [120.0ml]  
2 mg tablet (otc)

Anti-Embolism Stockings (miscellaneous medical supply)  
Anti-Embolism Stockings (miscellaneous medical supply) (otc)

Anti-Gas Maximum Strength (simethicone)  
166 mg capsule (otc)

Anti-Gas Ultra Strength (simethicone)  
180 mg capsule (otc)

Anti-Itch (benz-resor) (benzocaine-resorcinol)  
5-2% Cream (otc) [28.0gram]

Anti-Itch (diphenhydramine) (diphenhydramine hcl)  
2% Aerosol, Spray (otc) [69.0ml]  
2% Cream (otc) [30.0gram]

Anti-Itch (diphenhydramine) (diphenhydramine hcl)  
2% Gel (otc) [118.0ml] [120.0ml]

Anti-Itch (HC) (hydrocortisone acetate)  
1% Ointment (otc) [1.0oz]

**Drug Search By Category**

- Alternative Therapy [Favor]
  - Alternative Therapy - Androgenic Agents [Favor]
    - DHEA (prasterone (dhea) capsule, tablet
    - DHEA (prasterone (dhea)-calcium carb) tablet
    - prasterone (dhea) capsule
    - prasterone (dhea), micro(bulk) Powder
    - pregnenolone Powder
    - pregnenolone, micronized(bulk) Powder
  - + Alternative Therapy - Antiarthritics [Favor]
  - + Alternative Therapy - Antidepressants [Favor]
  - + Alternative Therapy - Antioxidant [Favor]
  - + Alternative Therapy - Dietary Supplement - Digestive Enzyme Mixtures [Favor]
  - + Alternative Therapy - Diuretics [Favor]
  - + Alternative Therapy - Estrogenic Agents [Favor]
  - + Alternative Therapy - Impotence Agents [Favor]
  - + Alternative Therapy - Pineal Hormone Agents [Favor]
  - + Alternative Therapy - Sedative/Hypnotics [Favor]
  - + Alternative Therapy - Topical Anti-inflammatory Agents [Favor]
  - + Alternative Therapy - Unclassified [Favor]

To Search by Category:

- A. Enter Medication Name
- B. Use the +/- button next each category/subcategory to expand or collapse
- C. Click the medication in the list to select